

**BY ORDER OF THE COMMANDER  
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE  
INSTRUCTION 13-213**



**7 JANUARY 2013**

*Incorporating Change 1, 9 April 2015*

***Nuclear, Space, Missile, Command and Control***

***AIRFIELD DRIVING***

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This instruction implements Air Force Instruction 13-213, *Airfield Driving*, and establishes policies, procedures, and responsibilities for control of vehicle operations on the MacDill Air Force Base (AFB) airfield. It applies to all personnel who must operate government motor vehicles or privately owned vehicles (GMV/POV) on the airfield. This instruction augments Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*; Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheeled Vehicle Operator*, Chapter 25; Air Force Office of Safety and Health (AFOSH) Standard 91-100, *Aircraft Flight Line - Ground Operations and Activities*, Chapter 6; AFI 13-213, Chapter 4; AFI 31-101, *Integrated Defense (FOUO)*; and 6th Air Mobility Wing Operating Instruction (6 AMW OI) 31-101, *Installation Security Instruction/Physical Security/Resource Protection (FOUO) (PA)*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

***SUMMARY OF CHANGES***

This interim change revises by (1) Controlled Area requirements, (2) South Perimeter road procedures, (3) Controlled Movement Area and runway crossing procedures, (4) Procedures for Primary and Secondary response agencies during emergencies.

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## **1. General.**

1.1. **Applicability.** All personnel operating a vehicle on the airfield at MacDill AFB must be familiar with local airfield driving procedures as outlined in this instruction, and must possess a valid AF IMT 483, *Certificate of Competency*, endorsed for airfield driving.

1.2. **Environment.** The entire airfield is a controlled area, personnel must be escorted, have an Air Force Entry Control Card (AFECC) or be on an EAL, with approval through Airfield Operations. If entry is gained through an unmanned airfield controlled area gate, it is the user's responsibility to ensure the gate used is secured. Vehicles are required on the airfield to support operations and maintenance. Although government motor vehicles (GMV) provide the bulk of required vehicle support, some situations require augmentation by POVs. Vehicle traffic greatly increases the potential for collisions, injury, foreign object debris damage to aircraft, and security incidents, and must be kept to a minimum.

1.3. **Hazards and Human Factors.** The safe operation of all government and civilian motor vehicles on the airfield is absolutely essential to normal aircraft operations and maintenance. Motor vehicles present a clear and definite danger to aircraft and ground personnel. Carelessness, haste, and disregard for established safety standards are the primary cause of high accident potential (HAP) incidents, aircraft-vehicle mishaps, and personnel injury on the airfield.

## 2. Terms Explained.

2.1. **Airfield.** Includes the runway, all taxiways, ramps and aprons, hot cargo pad, arm/de-arm areas, hangars, and perimeter roads. **Note:** The terms “airport operations area” and “airfield” are interchangeable. The term “Airport Operations” is interchangeable with “Airfield Management” and “Airfield Operations.”

2.2. **Movement Area (MA).** Defined as all aerodrome surfaces with the exception of the North Ramp, South Ramp, and Deployed Unit Complex (DUC) Ramp.

2.3. **Controlled Movement Area (CMA).** Defined as Runway 04/22; overruns; taxiways A, B, C, D, E, and infield areas 175 feet east and west of the painted runway edge. **Note:** The eastern (ramp-side) limitation is identified by an imaginary line extended through the runway hold lines painted on taxiways A, B, C, D, and E. The western (Control Tower-side) limitation is identified by signs located on roads that penetrate the CMA. Radio contact with the Control Tower and permission to enter are mandatory prior to crossing any boundary of the CMA.

2.4. **Visual Flight Rule (VFR) Hold Line.** VFR hold lines are located 175 feet from runway edge on taxiways A, B, C, D, and E. VFR hold lines consist of four lines—two solid yellow and two dashed yellow lines—extending across the width of the taxiway. All aircraft and ground vehicles must stop at the solid-line side of the hold lines, and ensure they have direct two-way radio contact with and receive approval from the Control Tower prior to crossing this line to enter the runway. This hold line extends out into the grass parallel to the runway. Personnel driving or walking in the grass require Control Tower approval prior to crossing this imaginary holdline. **Note:** Use of Air Force Visual Aid (AFVA) 11-240, *USAF Airport Signs and Markings* (Attachment 13), is mandatory in airport vehicles to serve as a quick reference guide to identify airport signs and markings. The placard must be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver’s side of the vehicle so it can be flipped down for ready reference. Check the USAF publications web site, <https://www.e-publishing.af.mil>, for information on how to obtain copies for unit vehicles, or stop by Airfield Management (Hangar 3) to obtain a copy.

**Figure 1. VFR Hold Lines.**



2.5. **Government Motor Vehicle (GMV).** Any vehicle, including bicycles, wholly owned or leased by the U.S. Government. The terms “Air Force Motor Vehicle (AFMV)” and GMV are interchangeable. Commercial taxis are not allowed to drive on the airfield.

**2.6. Privately Owned Vehicle (POV).** Any vehicle, including bicycles, not owned or leased by the U.S. Government. The terms “Privately Owned Conveyance (POC)” and “Private Motor Vehicle (PMV)” are interchangeable with POV.

**2.7. Restricted Area.** Any area containing protection level resources. Protection level resources are collected into defined areas and controlled using a single security control system. Restricted areas are shown on the airfield by red lines painted on the pavement. Entry Control Points (ECP) are shown with a white box with black letters with reflectors on each corner. There is one permanent and six temporary restricted areas on MacDill’s airfield. The only permanent restricted area on the airfield is the North Ramp. The South Ramp, South Fuel Pits, Deployed Unit Complex (DUC), outdoor wash rack, Alert Area and Hangars 1-4 are only considered restricted areas when aircraft are present. Personnel requesting unescorted access into a restricted area must have an Air Force Entry Control Card (AFECC) issued in accordance with 6 AMW OI 31-101.

**2.8. Airfield Driving Program Manager (ADPM).** The civilian or military individual selected in writing by the squadron/unit commander to administer the organization’s vehicle program, to include operation of vehicles on the airfield and associated training.

**2.9. Airfield Manager (AFM).** The AFM manages airfield management facilities to ensure effective support to the base flying mission and transient aircrews. The terms “Airfield Manager” and “Airport Operations Manager” are interchangeable.

**2.10. POV Cone (Temporary).** Issued and controlled by the Airfield Manager or designated representative authorizing non-military vehicles to be temporarily operated on the airfield. POV cones will be placed on the HOOD of the vehicle and returned when no longer needed. The cone will only be issued to drivers that possess a valid MacDill AFB-issued AF IMT 483 or to those that have had their home-station AF IMT 483 endorsed at MacDill. All cones will be removed from the vehicle hood when the vehicle leaves the airfield. Replacement cost for lost cones is \$20.00 to be paid to the Airfield Manager.

**2.11. POV Cone (Permanent).** Issued and controlled by the Airfield Manager authorizing non-military vehicles to operate on the airfield for a 1-year time period. These cones are usually issued to group-level commanders/equivalents or higher requiring access to the airfield when GMVs are not available.

**2.12. AF IMT 483, Certificate of Competency.** Issued by the Deputy Airfield Manager or designated representative once all airfield training requirements are successfully completed. The form will be stamped “AIRFIELD AUTHORIZED, MACDILL AFB FL”, and validated with the signature of the Airfield Manager or designated representative. **Personnel must keep this form in their possession (e.g., wallet, purse, etc.) while driving on the airfield.**

**2.13. Foreign Object Damage (FOD).** Any debris on the airfield that can cause damage to an aircraft. A few examples are tools, plastic packing materials, rocks, and discarded parts from maintenance activities. FOD can create an extremely hazardous and costly situation during taxiing, takeoff, and landing; therefore, it is imperative that everyone on the airfield is alert to FOD and removes it immediately. Checks will be accomplished upon entering the airfield, after off-pavement operations and all designated FOD checkpoints (See Attachment 27). Call Airfield Management Operations (AMOPS), Comm 813-828-2929, DSN 968-2929, if FOD removal is needed.

2.14. **Parking Ramp/Apron.** Areas where aircraft are parked, loaded and unloaded, and serviced between flights. Vehicles and aircraft operate in close proximity in these areas, so it is vital to maintain a safe distance between the vehicle and aircraft. Drivers will always yield to aircraft and **NEVER drive under an aircraft or its wings**. Slow speeds and extreme caution are required in these areas.

2.15. **Runway Incursion.** Any unauthorized entry into the controlled movement area (CMA), regardless of impact on aircraft safety.

2.16. **Smoking on the Airfield.** Except when permitted in designated areas, smoking, striking of matches, or operating of mechanical lighters will be prohibited in or within 50 feet of aircraft, hangars, aircraft repair docks, paint and corrosion control shops, flammable liquids, and within 100 feet of petroleum, oils, and lubricants (POL) storage or dispensing areas, fuel dispensing vehicles or refueling/defueling operations, vehicle maintenance or similar facilities of an extra hazardous nature, aircraft liquid oxygen (LOX) carts, LOX plants, or flammable storage areas. Designated areas are approved by the Base Fire Chief.

### **3. Responsibilities.**

#### **3.1. 6th Air Mobility Wing Commander (6 AMW/CC).**

3.1.1. Designates personnel and agencies to support the airfield driving program.

3.1.2. May reinstate airfield driving privileges in writing to perform mission essential duties following suspension/revocation of base driving privileges. Authority must not be delegated. Once approved by the 6 AMW/ CC, the individual will report to his/her unit's ADPM to re-accomplish all training requirements. All of the training documents will be hand-carried to Airfield Management who, in turn, will issue a new AF IMT 483.

3.1.3. Requests an Air Force Runway Safety Action Team (AFRSAT) through AMC/A3AP if there are recurring problems with runway incursions. See AFI 13-204, Volume 2, attachment 3 for an example of an AFRSAT Report.

3.1.4. Reviews runway incursion incidents and corrective actions taken.

3.1.5. Approves publication of the Airfield Driving Instruction (ADI).

#### **3.2. 6th Operations Group Commander (6 OG/CC)**

3.2.1. Implements and chairs the Runway Incursion Prevention Working Group (RIPWG) if there are more than two runway incursions in a 6-month period. Board must convene within 30 days after the second runway incursion. Once the RIPWG is held, a new 6-month period begins unless otherwise requested due to trend analysis.

3.2.1.1. The working group will include OSS/CC, AOF/CC, Airfield Manager, Wing ADPM, Tower Chief Controller, Flight Safety, unit commanders, and/or unit ADPMs.

3.2.1.2. Analyzes each runway incursion and corrective actions taken.

3.2.1.3. Evaluates the airfield operations procedures/standards and airfield configuration (to include signs, marking, and lighting) to determine if corrective actions are needed.

3.2.1.4. Develops strategies to prevent the reoccurrence of runway incursions. See AFI 13-213, *Airfield Driving* for examples.

3.2.1.5. Coordinates with AMC/A3AP prior to implementing new procedures and/or purchasing airfield support systems such as signs, marking and lighting. When required, ensures an airfield waiver is processed and approved.

### 3.3. Unit Commander or Equivalent.

3.3.1. Appoints a primary and alternate unit Airfield Driving Program Manager in writing to manage training and testing requirements for all unit personnel where duties require operating a vehicle on the airfield. Forwards a copy of the appointment letter to 6 OSS/OSAA (See Attachment 2 for example). **Note:** The Airfield Driving Program Manager does not have to be the unit Vehicle Control Officer/Vehicle Control Noncommissioned Officer (VCO/VCNCO).

3.3.1.1. Unit ADPMs must be at least SSgt/7-level or above, or civilian equivalent unless manning constraints absolutely prohibit; then use most qualified SSgt/5-level or civilian equivalent available. **Note:** The responsible Group Commander (or equivalent), is delegated authority to waive this requirement and will forward a copy of the waiver to the Wing ADPM.

3.3.1.2. Ensures a replacement unit ADPM is appointed in writing and trained by the Wing ADPM at least 30 days prior to releasing the current unit ADPM.

3.3.2. Appoints unit airfield driving trainers in writing to conduct and document practical day and night (as applicable) airfield familiarization training and driving test as outlined in this instruction. Trainers must have completed the AF Training Course. Forwards a copy of the appointment letter (see Attachment 2) to the Wing ADPM.

3.3.3. Certifies personnel are qualified to drive on the airfield. (Authority may be delegated to the unit ADPM. If authority is delegated, the Airfield Manager must have a written letter on file from the unit commander.)

3.3.4. Ensures unit-assigned personnel who operate a vehicle on the airfield complete all training and testing requirements prior to obtaining an AF IMT 483. Airfield experience (e.g., operating vehicles or aircraft) is not a substitute for completion of airfield driving training and testing requirements.

3.3.5. Limits the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission, with a focus on limiting entry onto/across the CMA to mission essential duties only.

3.3.6. Upon suspension/revocation of a unit member's base driving privileges, suspend/revokes the member's airfield driving authorization (AF IMT 483) and notifies the unit ADPM and 6 OSS/OSAA in writing. Requests for reinstatement must be processed according to paragraph 3.1.2.

3.3.7. Ensures unit ADPMs can satisfactorily manage the number of airfield drivers within their organization. Large organizations (e.g. consisting of 30 or more certified drivers) should consider having more than one unit ADPM to provide effective program management and quality training, thus reducing the potential for airfield driving

violations and runway incursions. Conversely, small organizations (e.g., consisting of 1-5 certified drivers) can combine and/or consolidate their ADPMs with another unit.

3.3.8. Reviews individuals' driving records (maintained by 6 SFS) if applicable, to determine their qualifications before permitting them to operate a vehicle and or equipment on the airfield. This may be delegated to unit ADPM.

3.3.9. Participates in the RIPWG when the violation occurs within their unit.

3.3.10. Unit CC procedures will be addressed in a unit Operating Instruction (OI) or covered in an appointment letter, guidance memorandum etc.

#### **3.4. 6 OSS Airfield Management (6 OSS/OSAA) Deputy, Airfield Manager (DAFM).**

3.4.1. Develops a local airfield driving program and provides it to unit ADPMs (training materials can be found on the following link: <https://private.amc.af.mil/ADTP/Login.aspx>). **Note:** Non-CAC card holders will complete training using Attachments 5 and 6. Unit ADPMs will maintain hard copies.

3.4.1.1. Develops and reviews the standardized checklist to conduct and document training listed in Attachment 3.

3.4.1.2. Provides unit ADPMs a copy of the ADI, training and testing materials to manage unit airfield driving program.

3.4.2. Conducts a review of the ADI and supportive information for currency and accuracy at least annually. Uses a memorandum for record (MFR), log, or electronic equivalent to document ADI program reviews and maintains a file copy.

3.4.3. Trains unit ADPMs on airfield driving requirements and provides information and supplemental training material needed to train personnel operating vehicles on the airfield. At a minimum, the supplemental training material will include the information listed in Attachment 22. The AFM and DAFM will seek inputs/support requests from units on the quality and issues associated with the airfield driving program.

3.4.4. Develops an airfield driving program instruction (MACDILLAFBI 13-213, *Airfield Driving*) which is reviewed annually or as needed.

3.4.5. Quality Control. Monitors unit's airfield driver training programs for effectiveness.

3.4.5.1. Airfield Management personnel will conduct spot checks to monitor compliance with airfield driving procedures. At a minimum, spot checks will include checking the driver's AF IMT 483 for currency, possession of AF Visual Aids AFVA 11-240, *Airports Signs and Markings*, AFVA 13-221, *Control Tower Light Signals*, AFVA 13-22, *Runway/Controlled Movement Area Procedure*, and the currency of the local airfield diagram. If vehicle operators are identified not complying with airfield driving/procedures, operators will be escorted off the airfield by the AFM or Security Forces.

3.4.5.1.1. Reports violations detected during the spot checks to the DAFM, AFM, AOF/CC, the individual's unit commander and unit ADPM.



3.4.5.1.2. Monitors radios for proper radio terminology/phraseology and discipline.

3.4.5.1.3. Reports and documents results of spot checks (unit/office symbol) in the “status of airfield driving” section of Airfield Operations Board (AOB). **Note:** All AM personnel have the authority to conduct random spot checks to ensure personnel driving on the airfield are in compliance with current directives. They will escort any driver not in possession of a MacDill AFB-issued AF IMT 483 off the airfield.

3.4.5.2. Utilizes local resources, such as the base paper, Commander’s Access Channel (TV), e-mail advisories, and unit briefings, to educate, inform, and update personnel on airfield changes, trends, and special events. Examples include but are not limited to exercise activities, driving violations, closures, and inclement weather conditions. Utilization of the Airfield Driving Training Program (ADTP) database mass e-mail function to educate, inform and update personnel on airfield changes and trends can also be used.

3.4.5.3. Inspects each unit’s airfield driving program at least annually (every 12 months) for program integrity and compliance.

3.4.5.3.1. Inspections will ensure that unit programs are in compliance with the ADI.

3.4.5.3.2. Inspection results will be provided to the unit commander and be briefed quarterly at the AOB. **Note:** The DAFM may delegate a designated representative to conduct unit inspections.

3.4.6. Conducts semiannual meetings with unit ADPMs to provide training, brief runway incursions, CMAVs, trends, etc. **Note:** Briefing at the base VCO/VCNO meeting will satisfy this requirement. Use an MFR or electronic equivalent to document semi-annual meeting minutes. Maintain a file copy of the current calendar year in Tab J of the Wing ADPM Continuity Binder or electronic equivalent.

3.4.7. Maintains a Wing ADPM continuity binder or electronic equivalent in the TAB format described below.

3.4.7.1. TAB A: Unit ADPM appointment letter(s).

3.4.7.2. TAB B: Airfield Driving Instruction.

3.4.7.3. TAB C: Annual Program Inspection Results.

3.4.7.4. TAB D: Unit ADPM Training Documentation.

3.4.7.5. TAB E: Current list of unit-assigned airfield drivers.

3.4.7.6. TAB F: USAF airfield driving CBT, training curriculum, tests/answer keys.

3.4.7.7. TAB G: Unit airfield driving requirements as applicable.

3.4.7.8. TAB H: Airfield violations/corrective actions.

3.4.7.9. TAB I: References (e.g., AFMAN 24-306, Chapter 20 and AFOSHSTD 91-100, Chapter 6, AFI 21-101).

3.4.7.10. TAB J: Miscellaneous information (meeting minutes, digest articles, RIPWG, etc.). **Note:** References may be a paper or electronic copy.

3.4.8. Coordinates on unit airfield driving lesson plans, tests, OIs (if applicable, and/or policy letters).

3.4.9. Ensures unit ADPMs provide appropriate training to TDY personnel and non-base assigned contractors based on location, time and duration of work.

3.4.10. Provides classroom training as determined locally.

3.4.11. Participates in the RIPWG. When held, provides a summary of RIPWG's analysis and recommendations during the next Airfield Operations Board (AOB). Publishes minutes of the RIPWG and provide an informational copy to AMC/A3AP within 30 calendar days.

3.4.12. Provides unit ADPM a standardize spreadsheet or electronic equivalent to monitor and track unit personnel authorized to drive on the airfield. At a minimum, the list of airfield drivers will include the individual's full name, rank, unit, AF IMT 483 certificate number, restrictions (e.g., daytime or ramp only) and refresher due date. Personnel list can be pulled from the ADTP.

3.4.13. Wing ADPMs will utilize the ADTP 'Report' function to monitor and track this requirement.

### **3.5. Unit Airfield Driving Program Manager (ADPM).**

3.5.1. Must be trained and certified to drive on the airfield by current unit ADPM or designated representative. Also must be trained on the ADTP. Schedules training for replacement unit ADPM with current ADPM at least 30 days prior to relinquishing duties.

3.5.2. Administers the unit's ADTP IAW this instruction; provides Control Tower light gun signal recognition training, classroom training, practical airfield driving procedures for day and night, phraseology test, a driving test (check ride) and an airfield diagram map test. The practical driving test, or "check ride", will be defined in each unit's program and will ensure the trainee is "observed" driving by a unit trainer or unit ADPM for the express purpose of determining the trainee's proficiency. Therefore, the day and night orientation-only rides do not suffice for this requirement. Non-CAC holders will receive training via hard copy training as outlined in Attachment 5 of this instruction. (Use Attachment 21 as a visual aid.)

3.5.3. Reviews ADTP database at least monthly. Ensures all training documentation and certification is completed prior to member moving to step 4 of the ADTP. Ensures all personnel are completing training in a reasonable time period and personnel in the system still have a need to drive on the airfield. Personnel who do not complete training within 90 days will be removed from the system and will be required to start training again.

3.5.4. Administers a unit test to trainees on the ADTP website.

3.5.5. Ensures members deploy with an AF IMT 483 as required by their tasking orders.

3.5.6. Establishes a list of all AF IMT 483 driving certification codes in the ADTP for use by all certifying official.

3.5.7. Ensures unit personnel have a valid state drivers license to operate privately-owned, government (may also require a government driver license), and contractor-owned/leased vehicles on the airfield.

3.5.8. Ensures personnel are trained to the CMA access standards and for day and night operations.

3.5.9. Ensures unit personnel are qualified to drive the vehicle(s) they will be operating on the airfield. This includes any other additional training required to operate vehicles in various field conditions (e.g., blackout or night vision devices (NVD) or mission-oriented protective posture (MOPP) gear).

3.5.10. Ensures TDY personnel hosted by the unit receive local airfield driving IAW with Attachment 7. TDY personnel will receive a briefing by the Wing/unit ADPM and their information will be inputted/maintained utilizing the ADTP database.

3.5.11. For non-common access card (CAC) users.

3.5.11.1. Maintains airfield driving training records, associated forms, and listing of unit personnel authorized to drive on the airfield, but are not loaded in the ADTP.

3.5.11.2. As a minimum, the ADPM's list of airfield drivers will include the individual's full name, rank, unit, office symbol, AF IMT 483 certificate number, restrictions (e.g., Daytime or Ramp only), and the date refresher training is due.

3.5.11.3. Updates the list of all unit personnel authorized to drive on the airfield at least quarterly and forwards an information copy to the DAFM.

3.5.11.4. Provides annual refresher training for assigned unit personnel. Ensures members utilizing the ADTP database for all refresher training are properly documented and AF IMT 483s are printed with the new dates. It is the unit ADPM's responsibility to ensure all training is completed *before* a new AF IMT 483 is issued. Maintains a copy of the most current refresher training CBT completion on file.

3.5.12. Schedules personnel for color vision testing at the 6th Medical Group's Optometry Clinic (Bldg 1078). If the individual fails the eye exam at the clinic, the ADPM will conduct a light gun test with the Control Tower to assess the effects of the color blindness in the conduct of his/her driving duties on the airfield. Coordination with the Medical Clinic Safety and Airfield Management may be necessary to evaluate those cases where individuals fail the color vision testing and determine if issuance of a "limited access/ramp only" permit should be approved. However, access to the CMA will not be authorized. **Note:** Personnel who have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) are exempt from the color vision testing portion of the airfield driving program, provided previous test results indicate the member can distinguish red, green, white, yellow, and blue. Individuals must provide official documentation of test results from the base medical facility when submitting a request for an airfield driving license.

3.5.13. Conducts and tracks annual refresher training for all airfield drivers utilizing the ADTP, unless specified in paragraph 3.5.11. This "continuing education" requirement can be satisfied by holding a classroom session, providing periodic newsletters, accessing web-based training, trends on the airfield, or other suitable

vehicles. Training must include the airfield driving CBT, a review of the ADI, and the Runway Incursion Prevention Test (at least 5 questions with a minimum passing score of 100%).

3.5.14. Maintains an Airfield Driving Program Continuity Binder in the TAB format below. **Note:** When approved by the DAFM, contents from a TAB may be maintained in another location or electronically. Use the DD Form 2861, *Cross-Reference*, to identify location.

3.5.14.1. TAB A: Unit ADPM appointment letter.

3.5.14.2. TAB B: Airfield Driving Instruction (ADI).

3.5.14.3. TAB C: Annual program inspection results.

3.5.14.4. TAB D: Unit ADPM training documentation.

3.5.14.5. TAB E: Current list of unit assigned airfield drivers.

3.5.14.6. TAB F: Airfield driving CBT, training curriculum, tests/answer keys.

3.5.14.7. TAB G: Unit airfield driving safety requirements, as applicable.

3.5.14.8. TAB H: Airfield violations/corrective actions.

3.5.14.9. TAB I: References (e.g., AFMAN 24-306, Chapter 25 and AFOSHSTD 91-100, Chapter 6, AFI 21-101, etc.) and other miscellaneous information. **Note:** References may be paper or electronic copy.

3.5.14.10. TAB J: Miscellaneous information (meeting minutes, digest articles, RIPWG, etc.).

3.5.15. Utilizes this instruction to familiarize airfield drivers with the airfield, and ensures compliance with all safety rules as set forth in this instruction, AFOSH Standard 91-100, Chapter 6, and AFMAN 24-306, Chapter 25. Adds unique unit training requirements as necessary.

3.5.16. Administers testing with material provided by 6 OSS/OSAA. Does not administer unit-made airfield driving tests (exception: unit test on ADTP).

3.5.17. Notifies the unit commander and Airfield Management if/when unit personnel commit an on/off-base violation that suspends or revokes their driving privileges.

3.5.18. Provides unit personnel with available references and material necessary to complete airfield driver training. This material should always be readily available in the event the unit ADPM and his/her alternate are not available.

3.5.19. Trains unit airfield driver trainers how to conduct and document training on newly assigned personnel using the ADTP database. Ensures designated airfield driving trainers conduct practical day and night (as applicable) airfield familiarization training and administers practical driving tests on unit personnel prior to issuance of an AF IMT 483.

3.5.20. Develops procedures to disseminate airfield driving-related information (e.g., articles, training) to unit airfield drivers. ADPMs can accomplish this using the e-mail function of the ADTP database for their squadron members.

3.5.21. Conducts random spot checks for enforcement and compliance with the ADI. Corrects all discrepancies noted. Documents spot checks and forwards a report to the Wing ADPM monthly noting unit/office symbol of person checked, any discrepancies and respective corrective actions taken. Additionally, part of the intent of unit spot checks is for the unit ADPM's assessment of unit program health and efficiency--a quality control measure.

3.5.22. Attends wing ADPM's semiannual meeting and/or briefing regarding airfield driving. Also participates in the RIPWG when a violation occurs within their unit.

3.5.23. Uses Attachment 4 to conduct and document a self-inspection of units Airfield Driving Program (ADP) at least annually and forward a copy of the inspection results to the wing ADPM.

3.5.24. Annually validates the number of personnel authorized to drive on the airfield to include justification for individuals required to enter or cross the CMA. Forward the results to the wing ADPM.

3.5.25. Ensures processing in/out with the unit ADPM is added to units in/out processing checklist.

3.5.26. Provides feedback/suggestions to Airfield Management on the quality of the airfield driving program.

3.5.27. DELETED.

### 3.6. Airfield Management (AM).

3.6.1. Serves as the Office of Primary Responsibility (OPR) for the ADP.

3.6.2. Conducts random spot checks for enforcement and compliance with this ADI in conjunction with periodic airfield checks.

3.6.3. Routinely monitors radios for proper radio terminology/phraseology and discipline. Immediately responds to and corrects improper radio usage when notified by the Control Tower or through the monitoring of radio frequencies. Documents corrective actions on an AF IMT 3616, *Daily Record of Facility Operations* or electronic equivalent.

3.6.4. AFM, wing ADPM, or NCOIC, Airfield Management Operations will sign off the airfield driving requirement on pre-deployment checklists to ensure deploying personnel are fully trained and possess a valid AF IMT 483 for airfield driving.

3.6.5. Imposes and publishes restricted driving routes as required.

3.6.6. Responds to reported or suspected airfield driving violations. At a minimum, AM personnel will:

3.6.6.1. Escort individuals off the airfield.

3.6.6.2. Confiscate individuals' AF IMT 483s.

3.6.6.3. Request statements from individual(s) suspected of committing airfield violation(s).

3.6.6.4. Document and report the incident to the Wing ADPM, AFM and AOF/CC.

3.6.6.5. Participates in the RIPWG when manning allows. When AM personnel are in upgrade training attendance is highly encouraged.

**3.7. 6th Security Forces Squadron (6 SFS).**

3.7.1. Enforces all traffic rules and directives on the airfield.

3.7.2. Monitors airfield vehicle operations for ADI compliance.

3.7.3. Ensures unauthorized vehicles are prohibited from operating on the airfield and inform Airfield Management of violations.

3.7.4. Detains all unauthorized POVs driving on the airfield. Notifies Airfield Management of POVs driving on the airfield not displaying a POV cone on the hood of the vehicle. Off-base contractors escorted by marked base-assigned civil engineer (CE) contractor vehicles are exempt from this policy.

3.7.5. Assists in escorting violators (as needed) to airfield management and issue appropriate citation for violations.

3.7.6. Provides assistance when requested by AM or the Control Tower to apprehend airfield driving violators and remove unauthorized persons from the airfield.

3.7.7. Complies with all procedures outlined for entry into the CMA.

3.7.8. Participates in the RIPWG.

3.7.9. Coordinates with the Wing ADPM to establish a designated response location in support of in-flight/ground emergencies and or other emergency situations.

**3.8. 6th Medical Group ( 6 MDG).**

3.8.1. Conducts necessary color vision testing (i.e., Dvorine PIP Color Vision Test) to determine if individuals can distinguish between red, green, white, yellow, and blue.

3.8.2. Signs color vision completion on MFR (Attachment 19).

**3.9. Control Tower.**

3.9.1. Controls all aircraft, vehicles, and approved pedestrian traffic on the CMA by two-way radio communications or, in the event of lost communications, by light gun signals. If use of light gun signals is unsuccessful when controlling vehicle or pedestrian traffic, contact AM to have vehicle and/or pedestrian traffic escorted off the CMA.

3.9.2. Reports known CMA violations and problems with vehicle operator radio communications to AM. Assists AM in identifying and locating unauthorized personnel and vehicles or near the CMA.

3.9.3. Assists unit ADPMs by conducting light gun signal test for individuals who cannot distinguish between red, green, white, yellow, and blue as tested by the 6th Medical Group.

3.9.3.1. ADPMs will drive individuals to a safe location on the airfield, ensure the Control Tower is visible, and use the ramp net radio to communicate with the Control Tower.

3.9.3.2. Individuals will relay colors to the ADPM as Control Tower conducts the test.

3.9.3.3. ADPMs will relay colors to Control Tower over the radio and let them know when testing is complete.

3.9.3.4. If an individual fails the light gun signal test, they will only be licensed for Non-CMA access.

### **3.10. Airfield Personnel (Qualified Drivers and Operators).**

3.10.1. Ensure rules and safety practices are obeyed, and report any violation(s) to the proper level of authority. (Be familiar with driving points discussed in Attachment 10.)

3.10.2. Ensure compliance at FOD checkpoints (e.g., check tires, secure loose items, properly dispose of FOD).

3.10.3. Be alert for and pick up FOD at all times while on the airfield. If unable to remove FOD, report to Airfield Management (ext 828-2929) who, in turn, will respond to the location and/or request sweeper support. FOD such as aircraft parts, tools, nuts, or bolts will be turned in to the unit FOD monitor or Airfield Management. **Note:** A portion of the aircraft parking apron between the South Ramp and Hangar 5 has deteriorated to a point where it is unusable by aircraft and/or vehicles. This area is outlined with double yellow taxiway edge stripes and signifies “NO AIRCRAFT, NO VEHICLES” due to the high potential for FOD (see Attachment 14 for a visual reference). Aircraft will not taxi, nor will any vehicle operate in this area.

3.10.4. Have in their possession a valid state driver’s license.

3.10.5. Have in their possession a current AF IMT 483 stating “AIRFIELD AUTHORIZED, MACDILL AFB FL”, signed by the Airfield Manager or designated representative (Attachment 7). Temporary duty (TDY) personnel must have an AF IMT 483 issued from their home base. This form will be in each person’s possession while driving on the airfield.

3.10.6. Provide feedback to the unit ADPM on the quality of training received.

**3.11. Contractor-Owned Vehicle Operators.** To promote a safe and standard airfield driving environment, contractor personnel will be briefed on the contents of this instruction by qualified CE Contract Management personnel. Contractors not assigned to CE Contract Management or escorted by CE Contract Management personnel will be issued temporary airfield cones from Airfield Management after receiving and acknowledging an airfield driving briefing by the Airfield Manager or designated representative. CE Contract Management personnel will be issued an AF IMT 483 in accordance with this instruction.

### **3.12. CE Contract Management Services.**

3.12.1. Designate in writing individual(s) who will brief airfield driving procedures to contractor personnel. Forward a copy to 6 OSS/OSAA no later than 3 duty days prior to the start date of the project on the airfield.

3.12.2. Ensure contractor vehicle operators understand the procedures outlined in this instruction, and ensure contractors (non-CE contracted) report to Airfield Management (Hangar 3) to receive a temporary airfield cone.

3.12.3. Maintain a list of qualified vehicle operators and a telephone number of supervisors for each contract. Forward a copy of this list to 6 OSS/OSAA upon request.

3.12.4. Ensure contractor(s) maintain a copy of the briefing or equivalent they received on airfield driving procedures.

3.12.5. In conjunction with the Airfield Manager and 6 SFS, designate during contract negotiations an access route and staging area for each contractor on the airfield.

3.12.6. Designate, to the maximum extent possible, off-airfield POV parking for contractor personnel. Routes used to and from the work site will avoid the airfield as much as possible.

3.13. **TDY Personnel.** TDY personnel may not operate a POV or GMV on the MacDill's airfield without a valid AF IMT 483 endorsed for airfield driving at their home station (see paragraph 7.14.). Sponsoring/host unit commanders will ensure that personnel deployed to their units are briefed on the provisions of this instruction (Attachments 7 as a minimum). See paragraph 5.14.2. for proper procedures.

3.14. **6 AMW SAFETY (6 AMW/SE).**

3.14.1. Coordinates on this instruction to ensure safety requirements are addressed.

3.14.2. Coordinates on wing test and lesson plans.

3.14.3. Participates with the Wing ADPM in investigating airfield driving incidents, HATRs, and CMA violations. Provide a copy of all Class E CMA violation report submittals (initial, status, final) to AOF for review/concurrence as outlined in AFMAN 91-223, *Aviation Safety Investigation and Reports*.

3.14.4. Participates in the RIPWG.

3.14.5. Reviews CMA violations for trends.

**4. Vehicles Authorized on the Airfield.**

4.1. **Applicability.** Any vehicle operating on the MacDill's airfield must have a direct, mission-related purpose. The airfield will not be used for convenience or as a shortcut to move from one part of the base to another.

4.2. **Government Vehicles.** Mission support GMVs, General Services Administration (GSA), commercial rental, and special purpose vehicles are authorized on the airfield. GMV/GSA vehicles are easily recognizable and are not required to display any special identification. Commercial rental vehicles are not easily recognizable and are required to display a POV cone on the hood of the vehicle. See paragraph 5.14.5 for temporary POV cone requirements. Mission support electrical, gas, or gasoline-powered golf-type carts or similar utility vehicles are permitted on the airfield.

4.3. **Non-Government Vehicles.**

4.3.1. Construction Contractors. Contractor vehicles working construction or repair projects on the airfield will be authorized access ONLY by the Airfield Manager or designated representative. CE Contract Management services or the Airfield Manager will brief contractors on control and safety requirements and acceptable routing at pre-



construction meetings. POV cones (if issued) will be turned in at the end of the project(s).

4.3.2. Mission Contractors. The base agency/unit requesting contract work on the airfield will provide justification for access to the Airfield Manager. Upon approval, a POV cone will be issued for the period of the contract. Cones will be returned to the Airfield Manager when no longer needed or when the contract ends.

## 5. Airfield Operating Procedures.

5.1. **General.** Personnel driving on the airfield and with a valid AF IMT 483 will comply with the procedures, directions, and limitations described in this instruction, AFMAN 24-306, Chapter 25, and AFOSHSTD 91-100, Chapter 6.

5.1.1. Personnel required to drive on the airfield for mission-related duties will receive training as outlined in this instruction, a TDY brief from the sponsoring/host unit (for TDY personnel), and/or be escorted prior to entry on the airfield. The sponsoring/host unit will provide escorts for personnel who are not airfield qualified. Personnel acting as an escort must be qualified and certified to drive on MacDill's airfield.

5.1.2. There are no vehicle radio problem areas on the airfield. However, there are two visual blind spots on the airfield--the South Ramp (Cal Docks) due to location/trees and the North Ramp due to fuel tanks.

5.1.2.1. Drivers should use extreme caution while traveling through these areas and give way to any aircraft movement.

5.1.2.2. Avoid leaving vehicles unattended for any length of time.

5.1.2.3. Coordinate with Airfield Management prior to doing extended operations that could interfere with aircraft movement.

5.1.2.4. Vehicle operators on a DOD installation and operators of government-owned vehicles will not use cell phones unless the vehicle is safely parked or using a hands-free device while on the airfield. The wearing of other portable headphones, earphones, or other listening devices (except for hands free cellular devices) while operating a motor vehicle is prohibited. Use of these devices impairs driving and prevents recognition of emergency signals, alarms or radio calls.

5.1.3. Jogging **is prohibited on the airfield** (to include the South Perimeter road) unless written authorization is received from the Airfield Manager or the Airfield Operations Flight Commander (AOF/CC).

5.1.4. The operation of privately owned two- or three-wheeled motorized or non-motorized vehicles (such as motorcycles, mopeds, scooters, bicycles, or tricycles) is prohibited on the airfield without prior coordination with the Airfield Manager. Exceptions include:

5.1.4.1. 6 AMW/SE, in conjunction with United States Special Operations Command (USSOCOM) and United States Central Command (USCENTCOM), periodically conducts motorcycle safety classes on seldom-used portions of the airfield near buildings 1195/1196 and the South Ramp (Cal Docks). Students bring their own motorcycles to run on a closed course.

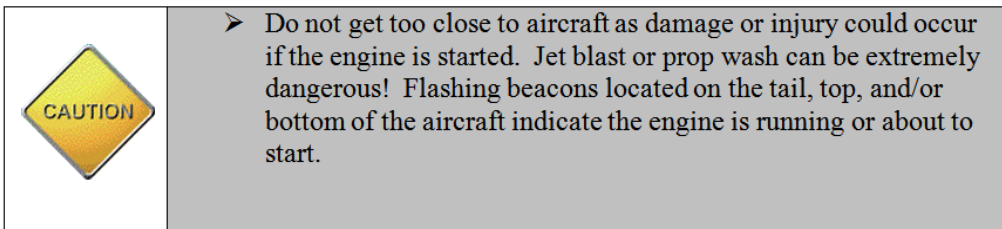
5.1.4.2. Organizational bicycles (government owned) are only permitted on parking aprons and inside the dispersed parking areas. Bicycles are not authorized on taxiways or the runway, and the use of privately-owned bicycles is prohibited.

5.1.5. Use of government-owned golf carts is allowed; however, certain requirements must be met:

5.1.5.1. All items inside the golf cart must be secured so as not to be blown out of the cart by wind or jet blast.

5.1.5.2. Carts must remain at least 200 feet in front of and 800 feet behind all aircraft with engines running or about to start.

**Figure 2. Caution.**



5.1.5.3. Most golf carts are not equipped with speedometers, so extra care must be used to ensure speed limits do not exceed 15 MPH on aprons.

5.1.5.4. Carts must be equipped with headlights and taillights when operating during periods of darkness and/or inclement weather.

5.1.6. Speed Limits. No vehicle will be operated at a speed in excess of that deemed reasonable and prudent for existing traffic and weather conditions. (Attachment 15 depicts the speed limits on the airfield.) Emergency vehicles will not automatically assume the right of way, and the following speed limits will be observed:

5.1.6.1. Aircraft Parking Ramps—15 MPH maximum. **Note:** The speed limit is 5 MPH within 25 feet of an aircraft (close proximity).

5.1.6.2. Taxiways/South Perimeter Road—25 MPH. **Note:** South Perimeter Road at the approach end of Runway 04 (pier side) is OFF LIMITS to vehicles. Only authorized and mission essential vehicles with direct two-way radio contact with and approval from the Control Tower may operate on this road.

5.1.6.3. Airfield Road —15 MPH. It is expressly forbidden for any vehicle to use the airfield area as a shortcut to any point on or off the airfield that is accessible by roads outside the airfield environment. Perimeter roads provide vehicle access from one area of the airfield to another. Even though the travel distance and time may be longer, ALWAYS use a perimeter road when it is available.

5.1.6.4. Special Purpose Vehicles—10 MPH maximum. Special purpose vehicles are classified as tugs, forklifts, refueling vehicles, K-loaders, etc.

5.1.6.5. Aircraft, Equipment, and Trailer Towing.

5.1.6.5.1. Towing speed is 5 MPH for all aircraft. This speed also applies to the towing of two or more maintenance stands. Towing speed for one maintenance stand is 10 MPH.

5.1.6.5.2. The maximum towing speed for Aerospace Ground Equipment (AGE), such as compressors, ground power units, oxygen carts, and similar equipment is 15 MPH (see AFOSHSTD 91-100, paragraph 8.3.4., for additional information on AGE).

5.1.6.5.3. Do not tow more than two units of any type in tandem.

5.1.6.5.4. Do not use ropes, chains, cables, or other flexible means of towing ground servicing equipment.

5.1.6.5.5. AGE-towing vehicles may be placed in neutral and left running while the driver completes hook-up operations. This facilitates movement of the AGE towing vehicle by hand to align the pintle and hook. Drivers must shut off the vehicle, set the parking brake, and place the vehicle in park or reverse if the AGE equipment is not to be towed immediately following hook-up.

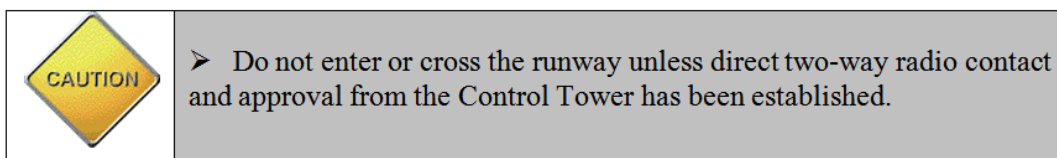
5.1.6.5.6. Safety or cotter pins will be used to secure pintle hooks and trailer hitches.

5.1.6.6. Emergency response vehicles may exceed established speed limits by 10 MPH when responding to an emergency and with emergency flashers on. During Alert Force responses, drivers will refer to 6 AMW's OPLAN 8010--*Alert and Standby Force Procedures Plan*, for appropriate speed limits. However, vehicles will not assume the right-of-way and must use the utmost safety and caution when responding. Drivers will never exceed a safe and prudent speed limit and adjust for weather conditions. Within close proximity of the aircraft (25 feet), the speed limit remains 5 MPH.

5.1.6.7. Follow-Me vehicles may be operated in excess of 15 MPH only to accommodate the optimum safe taxiing speed of aircraft and when safety is not compromised. Tugs will not be used as Follow-Me vehicles at any time.

5.1.6.8. Driving within the CMA (i.e., the runway) will be at a safe speed. If at any time the Control Tower informs the operator to expedite off the runway due to arriving/departing aircraft or other situation that requires the runway to be free of vehicles, the ground vehicle operator will depart the runway immediately at the nearest taxiway and at a safe speed.

**Figure 3. Caution.**



5.1.7. Airfield Access Points Located at Hangar 3. When motor vehicles are operated on unpaved surfaces, rocks may become lodged between dual wheels and gravel may stick in the tire treads. For this reason, paved access roads will be utilized for all vehicles transitioning to and from the airfield. Entry onto the airfield via a non-paved access point is prohibited. Security Forces' vehicles responding to alert conditions are exempt; however, all-terrain vehicles will remain clear of the airfield unless mission essential. Ground vehicle operators will stop and check tires for FOD, and accomplish roll-over prior to entering any portion of the airfield. Any rocks pulled from the tires need to be collected and properly disposed of in a designated receptacle, not on the ground. If there is excessive debris that cannot be immediately cleaned up, the driver will contact Airfield Management via Land Mobile Radio (LMR) using the ramp net (call sign "AM Ops") or landline (828-2929) and request a sweeper.

5.1.8. Taxiways. Used by aircraft to get to and from the parking ramp/apron and the runway. Taxiways have edge lights that define the lateral limits and direction of a taxiing route (Attachment 26 depicts taxiway signs and markings.)

5.1.8.1. Ground vehicle operators will not drive on the taxiway centerline or shoulders unless specifically checking the pavement condition or checking for FOD. Normally, the only vehicles that drive on the centerline are Airfield Management vehicles (Airfield 1), Follow-Me vehicles, and the airfield sweeper (Sweeper 1).

5.1.8.2. Ground vehicle operators will drive on the right-hand side and within 25 feet of the taxiway centerline. (Attachment 15). Emergency response vehicles and alert vehicles may travel on the near right-hand side, but safety and caution will be observed.

5.1.8.3. Taxiing Aircraft:

5.1.8.3.1. Except for Follow-Me vehicles, vehicles will not be parked in front of or driven into the path of taxiing aircraft. Vehicles will not be driven between a taxiing aircraft and its Follow-Me vehicle.

5.1.8.3.2. During the hours of darkness (sunset to sunrise), headlights of a vehicle shining towards a moving aircraft will be turned OFF immediately so the pilot's night vision is not impaired. The vehicle parking lights or emergency flashers will be turned on so its position is known. Headlights will remain OFF until the aircraft is out of range and turned back on prior to putting the vehicle in motion. All vehicles equipped with "daytime running lights" will be positioned so that their headlights are not aimed toward aircraft flight deck.

5.1.8.3.3. All vehicle drivers who operate on the parking ramp/apron and taxiways will give way to taxiing and towed aircraft. The responsibility to avoid aircraft rests with ground vehicle operators. Vehicle operators encountering an aircraft in front or behind will exit the taxiway by the shortest route and, if necessary, reverse course to quickly move out of the way. Only as a last resort should the vehicle be driven off prepared surfaces to ensure adequate taxiway clearance for the aircraft. Adequate taxiway clearance is a minimum of 200 feet.

5.1.8.3.4. Ground vehicle operators will yield the right-of-way to all aircraft and:

5.1.8.3.4.1. Will not cross a taxiway or cross in front of an approaching aircraft until the aircraft has passed by at least 200 feet.

5.1.8.3.4.2. Will remain at least 100 feet away from any helicopter with its rotors in motion.

5.1.8.3.4.3. Will yield the right-of-way to emergency response and alert vehicles with rotating lights/flasher in motion.

5.1.8.3.4.4. Will yield the right-of-way to any vehicle already operating on a taxiway.

5.1.8.4. When a vehicle has a malfunction that prevents operation under its own power, every means will be used to alert taxiing aircraft in the vicinity. As a minimum, the ground vehicle operator will:

5.1.8.4.1. Turn vehicle emergency flashers ON.

5.1.8.4.2. If the vehicle has two-way radio capability, make the following transmission: “All parties BREAK, BREAK—this is (call sign) with an emergency for Airfield Management, Control Tower, and Maintenance.” State the nature of the problem and report the current position on the airfield.

5.1.8.4.3. Operators of other radio-equipped vehicles (Security Forces, Civil Engineering, Transportation, Transient Alert, etc.) should make every effort to assist getting the disabled vehicle off the airfield, especially the parking aprons, taxiways, and runway.

5.1.8.4.4. If a vehicle is not equipped with a two-way radio, stay with the vehicle and continue attempts to alert any taxiing aircraft in the vicinity.

**5.2. Operating In or Across the Controlled Movement Area (CMA).** Only vehicles/individuals possessing direct two-way radio contact with the Control Tower are permitted in the CMA. Ground vehicle operators/individuals must FIRST get permission from the Control Tower prior to entering or crossing the CMA. The instrument landing system critical areas depicted in Attachment 26 are an integral part of the CMA. **Note:** Regardless of emergency type (i.e., aircraft crash on runway, brush fire, etc.); ALL VEHICLES must have permission from Control Tower to enter/cross the runway.

**5.2.1. Control Tower Light Gun Signals.**

5.2.1.1. If radio contact is lost or suspected lost while operating in the CMA, operators will monitor the Control Tower for light gun signals while immediately exiting the CMA. A repeated change in intensity (flashing) of runway edge lights signifies a need from the Control Tower to communicate with the driver either by radio or light gun signal, and is an indication to immediately exit the CMA. If radio failure is known or suspected, proceed to Airfield Management and brief them on the incident.

5.2.1.2. All vehicles operating on the airfield will have AFVA 11-240, *Airport Signs and Markings*, signal decal (available for order at e-Publishing website), AFVA 13-222 *Controlled Movement Area*, and an Airfield Diagram.

5.2.1.3. The decal will be permanently affixed in plain view of the driver or clipped to the inside of the sun visor on the driver's side of the vehicle so it can be flipped down for ready reference.

5.2.1.4. All airfield vehicle operators must know and comply with all airfield signs, markings, and Control Tower signals.

5.2.2. Limit vehicles crossing the runway to the absolute minimum, then only to operators who are performing mission essential duties. During flying operations, the preferred runway crossing point for Rwy 22 is Taxiway Alpha and for Rwy 04 is Taxiway Echo. If you must enter or cross the runway (CMA), the following procedures will be followed:

5.2.2.1. Contact the Control Tower and receive permission. Upon receiving permission, repeat the Control Tower's instructions verbatim before proceeding. (See Attachment 9 and Attachment 23 for additional guidance, phraseology, and call sign listing.)

5.2.2.2. If equipped, top-mounted rotating emergency lights/flashers must be in operation while in the CMA. Vehicles not equipped with top-mounted emergency lights may use dash or grill mounted lighting. As a minimum, the hazard lights will be turned on. Operators of disabled vehicles in the CMA will inform the Control Tower immediately.

5.2.2.3. Personnel in the CMA must constantly monitor their two-way radio for instructions from the Control Tower.

5.2.2.4. When departing the CMA, contact the Control Tower and report off. NEVER use the words "Clear", "Cleared" and "Clearance" over the Ramp Net. **(Example: MacDill Ground, Airfield-1 OFF the runway at Taxiway Echo).** **Note 1:** Personnel requiring access in the CMA who do not have two-way radio contact with the Control Tower must be escorted. The escort must be authorized to drive on the airfield, be familiar with CMA procedures, and have direct two-way radio contact with AND approval from the Control Tower prior to entering the CMA. **Note 2:** The Control Tower is the only agency that authorizes ground vehicle operations in the CMA. Permission may not be requested/granted from any other source. Three-way relayed messages to the Control Tower are prohibited.

5.3. **Runway Hold Line.** VFR Hold Line. See paragraph 2.4. for an explanation and visual reference of this term.

#### 5.4. **Airfield Emergencies.**

5.4.1. Ground vehicle operators will yield the right-of-way to all emergency and fire/crash vehicles with emergency flashers/rotating lights in motion.

5.4.2. Ground vehicles not in direct support of the emergency will remain clear of taxiways, the runway, and airfield access points until the emergency is terminated. **Note:** Security Forces vehicles WILL NOT enter the runway during or after aircraft in-flight emergencies unless requested by the Airfield Manager, Fire Chief, or designated representative.

5.4.3. During emergency conditions, the Control Tower will advise aircraft to hold their positions so they will not interfere with responding emergency vehicles. At the Control Tower's discretion, aircraft may be taxied to a more suitable parking place or holding area that is clear of ground vehicles.

5.4.4. Primary agencies (Fire Department and Airfield Management) responding to runway emergencies will contact the control tower for runway clearance. Secondary follow-on/support agencies (Security Forces, Safety, Ambulance, Tow vehicle) responding to runway emergencies will station their vehicle, for Rwy 22 landings at closed portion off taxiway echo, for Rwy 04 landings at taxi-lane hotel until called forward by the Fire Chief or incident/on-scene Commander.

**5.5. USAF Airport Signs, Markings, and Runway/Taxiway Edge Lights.** It is mandatory that ALL vehicles operating on the airfield be equipped with an AFVA 11-240 *USAF Airport Signs and Markings* and an AFVA 13-222 *Controlled Movement Area* decal. These decals may be obtained from <https://www.e-publishing.af.mil>. The decals should be displayed in plain view of the driver in all Air Force Motor Vehicles (AFMV). Vehicle operators will know and comply with the signs and markings while operating in the CMA:

**5.5.1. Mandatory Signs.** Red signs with white legends indicate mandatory holding positions for runways, ILS critical area boundaries, and certain other mandatory instructions to pilots. (See Attachment 28.)

**5.5.2. Taxiway Guidance and Information Signs.** Yellow signs with black legend; indicate direction, destination, runway exit, clear of a boundary, or other information. (See Attachment 28.)

**5.5.3. Runway Edge Lights.** Provides visual guidance during takeoff and landing operations at night and under low visibility conditions. HIRLS are bi-directional and white in color. Last 2,000 feet of HIRLS are white and yellow. **Note:** Runway edge lights are installed along runway edge not more than 10 feet from the edge of the pavement.

**5.5.4. Taxiway Edge Lights.** Taxiway edge lights define the lateral limits and direction of a taxiing route. Taxiway edge lights are blue in color. **Note:** Taxiway edge lights are installed no more than 10 feet from the edge of the full-strength pavement. Use caution when driving near the edge of a paved taxiway surface so damage to taxiway lights does not occur.

## **5.6. Vehicle Parking and Operations Near Aircraft.**

5.6.1. Vehicles will not be backed or parked in the immediate vicinity (25 feet to the front, 200 feet to the rear) of any aircraft, except as authorized for operations such as loading, unloading, servicing, or towing. A spotter will be posted when a vehicle is backed towards an aircraft. Pre-positioned wheel chocks will be used to prevent vehicles from being backed into aircraft. Vehicle operators will not approach within 50' of aircraft being towed. **Note:** Vehicles (maintenance, contractors, mowers) operating near obstacles on the airfield such as taxiway/runway guidance signs, instrument landing system equipment, or approach lights, will use extreme caution. **In the case of backing up towards these obstructions, use a spotter to avoid damage to the vehicle and equipment.**

5.6.2. The brakes on all parked vehicles will be set.

5.6.3. All unattended vehicles will be parked so they do not interfere with aircraft being towed or taxied. Ignition will be turned off, keys left in the ignition, and the gear lever put in reverse for vehicles with manual transmissions and in the “park” position for vehicles with automatic transmissions. All vehicles parked and left unattended will have brakes set or have wheel chocks placed in front of and behind one of the rear wheels. One chock will be placed between the tandem wheels of dual (tandem) axle vehicles. The only vehicles exempt from these requirements are alert and emergency vehicles responding to an alert or emergency.

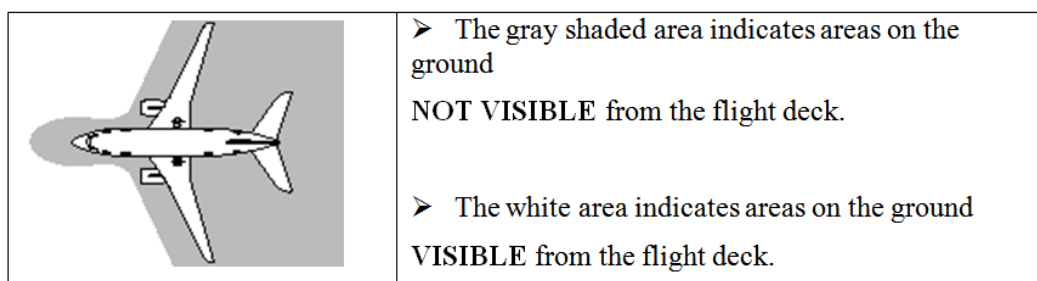
5.6.3.1. Park so that the direction of travel, either forward or backward, will not be toward any part of the aircraft.

5.6.3.2. The **driver’s side of the vehicle will be facing the aircraft**. Drivers will circulate in a counter-clockwise direction around the aircraft. **Exception:** Due to military protocol, USCENTCOM, USSOCOM, and 6 AMW vehicles may require traveling in a clock-wise direction but will remain a minimum of 25 feet away from any point of the aircraft. Fire Department vehicles may be required to maintain the driver’s side away from the aircraft in order to perform certain resource protection functions. In all cases, drivers will use extreme caution when approaching aircraft in this manner.

5.6.4. All wheeled AGE and maintenance equipment will be braked or, if not equipped with brakes, chocked.

5.6.5. When aircraft engines are operating or about to be started, no vehicle will be parked or driven closer than **25 feet in front of or 200 feet to the rear of any aircraft**. Vehicles parked at the side of an aircraft will be located clear of the wingtips, clearly visible to personnel in the aircraft flight deck.

**Figure 4. Flight Deck Visibility.**



5.6.6. NEVER drive a vehicle under any part of an aircraft, especially the wings.

5.6.7. No vehicle will park in front of hangar doors. This area must be kept clear for aircraft towing operations, and a minimum 25 feet wing-tip clearance must be maintained. Exception: Airfield-1 GMV is authorized to park in front of Hangar 3 door. It is an emergency response vehicle.



**Figure 5. Fuel Hydrant Pit Covers and Marking.**



5.6.8. Ground vehicle operators will not drive over fuel hydrant pit covers or the 5-foot yellow squares on the North Ramp. Driving over them may damage the vehicle and/or the cover. They are outlined in yellow for easy identification.

**5.7. Routes of Travel.** Passenger buses and other large vehicles are prohibited from using taxiways to travel the length of the airfield, with the following exceptions:

5.7.1. K-loaders may use Taxiway “K” (Kilo) to transition to/from the Deployed Unit Complex (DUC) or the Alert Area/Ramp.

5.7.2. Munitions convoys may operate on taxiways as required, but only when Security Forces escorts them. Security Forces must contact Airfield Management (828-2929) prior to escorting munitions convoys on the airfield to ensure the convoy movement does not interfere with paratroop operations.

5.7.3. Other large vehicles may be permitted taxiway access only if the vehicle operator coordinates with and receives approval from the Airfield Manager. Authorized large vehicles entering the airfield should use the Hangar 3’s south side gate (#27S).

**5.8. Passengers and Cargo in Vehicles.**

5.8.1. Personnel will not ride on any part of a vehicle not intended for carrying passengers nor will they ride in or upon trailers.

5.8.2. Passengers will remain seated while the vehicle is in motion and will keep their arms and legs within the vehicle body.

5.8.3. Passengers will use available seat belts at all times while the vehicle is in motion (T.O. 36A-1-6, *Installation of Safety Belts and Head Restraining Devices in Air Force Vehicles*).

5.8.4. Passengers will not ride in the doorways or sit on the engine cover of metro vans (also called step vans). Rear door nets will be in place while passengers are transported when the doors are open.

5.8.5. Side doors on passenger vans will be closed while the vehicle is in motion.

5.8.6. Passengers are prohibited from riding on towed equipment.

5.8.7. Passengers will not mount or dismount vehicles while the vehicle is in motion.

5.8.8. Cargo will be secured using ropes, chains, or chocks to prevent injury or damage caused by falling or sliding. Cargo extended beyond the body of the vehicle will have a red flag attached during daylight hours or a red warning reflector/light during hours of darkness.

**5.9. Restricted Visibility, Night Operations, and Lightning Warnings.**

5.9.1. Flashing lights or parking lights will be used at night when vehicles are temporarily parked on any part of the aircraft parking ramp. This does not apply if a vehicle is parked in a designated area.

5.9.2. In accordance with AFOSHSTD 91-100, paragraph 6.4.7.2., when visibility is **less than 300 feet**, refueling and explosive loaded (laden) vehicles will not be operated unless directed by the wing commander.

5.9.3. When visibility is **less than 100 feet**, PMVs and airfield vehicles (except emergency response and alert vehicles) will not be operated on the airfield. Flashing/hazard lights will be used on all vehicles temporarily parked on the aircraft parking apron during periods of reduced visibility.

5.9.4. When visibility is **less than 50 feet**, it is recommended that a walking guide, equipped with a flashing or luminescent wand, be used during emergency movement of alert vehicles.

5.9.5. Vehicle operators will exercise caution to ensure headlights do not point toward taxiing aircraft or towing operations so aircraft and tow vehicle operators are not blinded.

5.9.6. Safety is taken seriously at MacDill. When **lightning within 5 NM of MacDill** is declared by the 6 OSS Combat Weather Team, cease all outdoor activity. All personnel on the airfield, including contractors, will take immediate shelter inside a building or in a vehicle. No personnel will be outside walking around the airfield until the lightning warning has been terminated.

**5.10. Pedestrian Movement.**

5.10.1. Pedestrians on the airfield will walk facing oncoming traffic.

5.10.2. Personnel will not sit or recline on the ramp in such a manner that interferes with normal ground vehicle and aircraft operations.

5.10.3. **Jogging is prohibited on the airfield** (see paragraph 5.1.3.).

5.10.4. Pedestrians/personnel will not enter the CMA without two-way radio contact and approval from the Control Tower.

**5.11. Paratroop Operations.** Static line users will place an orange-colored RAM (Raised Angle Marker) and HALO users will place a wind indicator (flag/streamer) on the Point of Impact (PI). If required, both type of users will also utilize smoke (any color) during paratroop operations. During both types of paratroop operations on the airfield, Control Tower will give a notice via ramp net radio "jumpers out in 2 minutes." Once heard or if the vehicle driver notices paratroopers in the air, all vehicles will STOP until all jumpers are safely on the ground. (See Attachment 13 for drop zone locations.)

#### 5.12. Exercises/Real-World Alerts.

5.12.1. Speeding is not permitted during an exercise. **Exception:** During exercise and real-world alert vehicle responses, the driver may exceed the speed limit when safety permits; however, occupant safety must be ensured at all times (see paragraph. 5.1.6.6.).

5.12.2. Non-emergency vehicles will yield the right-of-way to emergency response vehicles.

5.13. **Privately Owned Vehicles (POVs).** POV access to the airfield is discouraged and prohibited without a magnetic POV cone issued by Airfield Management—no other means will be used to authorize POV access on the airfield. This does not preclude POVs from operating in the controlled area of the airfield, but does prohibit their use in restricted areas and associated clear zones. The AFM or designated representative will administer, issue, and strictly control airfield POV cones to ensure the total number of cones issued is kept to the absolute minimum. Base-assigned and temporary personnel are limited to no more than two POV passes.

5.13.1. Commanders and Key Personnel. Group and unit commanders will certify by letter to the AFM that they have a valid need to respond to the airfield in their POV for mission-related reasons. A cone is issued to the individual and is to be used for that individual's specific vehicle and license plate number. The cone will be returned when the individual no longer requires airfield access with the POV. Drivers must possess a MacDill AFB-issued AF IMT 483 prior to receiving a POV cone.

5.13.2. Deployed/Transient/TDY Personnel. Use of POVs and rental vehicles on the airfield for deployed unit missions or inspection teams may be authorized by the AFM or designated representative on a case-by-case basis. However, they will not operate any vehicle in the CMA and must have an AF IMT 483 from their home-station prior to driving on the MacDill's airfield. Additionally, they will be briefed by the sponsoring/host unit on the airfield layout and proper procedures prior to driving on the airfield. An airfield diagram will remain in the vehicle at all times. The sponsoring/host unit will, within 5 days, forward member's home-station AF IMT 483 along with a letter documenting that airfield training has been accomplished. Airfield Management will endorse the letter and the reverse side of AF IMT 483.

5.13.3. Defense Courier Service (DCS). Personnel meeting DCS aircraft in their POV must stop by Airfield Operations (Hangar 3) and be issued a POV cone for access to the airfield. Once the cargo is picked up/dropped off, personnel will exit the airfield and return the POV cone to Airfield Operations. The DCS pilot will escort all personnel who do not possess an AFECC with open area "K" to the aircraft and back to AMOPs when complete.

5.13.4. Requesting/Issuing Calendar Year Cones.

5.13.4.1. The requesting official will:

5.13.4.1.1. Use Attachment 11 as a guide/template for requesting a POV cone.

5.13.4.1.2. If approved for a POV cone and while driving on the airfield, place the cone on the **HOOD** of the vehicle so it is clearly visible by the driver. Remove the POV cone from the hood of the vehicle when not being used on the airfield.

5.13.4.1.3. Use the POV cone for official business only—not for personal use.

5.13.4.1.4. In writing, re-certify the need for a POV cone annually.

5.13.4.1.5. Return POV cones to the AFM for accountability when they are no longer needed due to permanent change of station, reassignment, separation, or sale/disposal of vehicle. **Note:** POV cones are issued for a specific vehicle. Do not interchange them between multiple vehicles.

5.13.4.2. The AFM/DAFM will:

5.13.4.2.1. Ensure POV operators have been trained by the unit ADPM and have met all airfield qualifications as outlined in this instruction.

5.13.4.2.2. Ensure POV operators have a current and valid AF IMT 483.

5.13.4.2.3. Issue POV cones based on justification—not rank and/or convenience.

5.13.4.2.4. Keep a record of each POV cone, including justification for issue and the name of the individual receiving the cone.

5.13.5. Requesting/Issuing Temporary POV Cones.

5.13.5.1. Temporary POV cones are issued and controlled by the AFM or designated representative.

5.13.5.2. Temporary POV cones are issued to commercial rental vehicles when military transportation is not available. **Note:** Rental vehicles authorized on military orders will be considered GMVs; however, operators must obtain temporary orange POV cones from Airfield Management prior to driving on the airfield.

5.13.5.3. Individuals requesting a POV cone must possess an AF IMT 483 for MacDill AFB or be escorted by an airfield qualified driver.

5.13.5.4. The requesting individual will sign for the POV cone—not the escort.

5.13.5.5. POV cones will be used for authorized trips to and from specific locations on the airfield—not the entire aerodrome complex.

5.13.5.6. POV cones will be displayed in the same manner as permanent POV cones (see paragraph 5.14.4.1.2.).

5.13.5.7. POV cones issued in support of construction or special projects will be issued on a daily basis or until end of contract, and limited to the construction site area or specific project.

5.13.5.8. POV cones will be issued and returned to Airfield Operations (Hangar 3) at the end of the duty day for accountability, and stowed inside the vehicle when off the airfield. All misplaced, lost, broke or unreturned POV cones have a \$20 replacement fee payable by the user to the AFM. **Note:** The AFM may waive the daily return policy.

5.14. **Distinguished Visitor (DV) Parking Spots 1 and 2.** Personnel will avoid driving over the emblems (DV Spots 1 and 2) painted on the pavement in front (airfield side) of Hangar 3.

**Figure 6. Distinguished Visitor Parking Spot Emblem.**



**5.15. Lateral Distance Requirements.**

5.15.1. Mobile/permanent obstacles will not be placed within 1,000 feet on either side of the runway centerline or 200 feet on either side of taxiway centerline without coordination with the AFM. Maintain 115 feet clearance from the apron boundary unless in designated areas. Additional information on ground support equipment (mobile) and airfield vehicles can be found in UFC 3-260-01, *Airfield and Heliport Planning and Design*.

5.16. **Night vision devices (NVD) are prohibited from being used without prior coordination with the Airfield Operations Flight Commander (AOF/CC) or AFM.** ADTP-generated AF IMT 483 will use restriction code "N" to annotate NVD qualified drivers.

5.17. **Traction devices are not applicable to MacDill and are prohibited for use.**

**6. Unit Conducted Training.**

6.1. **Base Lesson Plan.** An airfield driving training plan (Attachment 2) signifies the MINIMUM required topics to be briefed to potential airfield drivers. Additional and unique unit requirements may also be added to this outline. This instruction will be used as a baseline to build the training program. Other sources of information are AFI 24-301, *Vehicle Operations*, AFJMAN 24-306, AFI 31-204, MACDILLAFBI 11-250, *Airfield Operations*, and AFOSHSTD 91-100. (Use Attachment 24 to gauge trainee's comprehension of the material). **Note:** The Federal Aviation Administration (FAA) has runway safety awareness material available to download and/or order for free. ADPMs are highly encouraged to use this supplemental material to enhance unit programs. Visit <http://www.faa.GMV/runwaysafety/> for further information and a list of available material.**6.2 Unit Review.** The AFM or designated representative will visit and inspect each unit at least annually to verify its airfield driving programs are in compliance with established directives. The results of this inspection will be forwarded to the respective unit/squadron commander.

## **7. AF IMT 483, *Certificate of Competency*.**

**7.1. Training Criteria.** All personnel must be trained to the CMA access standards and day/night operations. The wing ADPM or unit ADPM may add more requirements for specialized or additional until training at any time; the requirements listed below are the minimum training requirements. If the unit ADPM chooses to incorporate specialized questions for their unit, the additional questions must be reviewed and approved by the wing ADPM and 6 AMW/SE. MacDill's training criteria are located on the ADTP (<https://private.amc.af.mil/ADTP/Login.aspx>). Step 1 creates a user account and allows access to training requirements in Step 2 "Get trained contains items in Attachment 7". Non-CAC holders must use the hard copy of Attachment 7. The unit ADPM must maintain this form in continuity binder.

**7.2.** The training criteria in step 2 consist of the following:

- 7.2.1. Verify personnel have state and government driver's licenses
- 7.2.2. Airfield Driving CBT completed
- 7.2.3. Airfield Driving Class room training (minimum review ADI)
- 7.2.4. Airfield Driving Qualification Training Checklist (Attachment 6)
- 7.2.5. Practical Day Airfield Driver Familiarization
- 7.2.6. Practical Night Airfield Driver Familiarization Training
- 7.2.7. Communication test (included in Step 4 General Knowledge test)
- 7.2.8. Airfield Diagram test (included in Step 4 General Knowledge test)
- 7.2.9. Runway Incursion test (included in Step 4 General Knowledge test)
- 7.2.10. Color Vision MFR

**7.3. Unit ADPMs must add a comment in Step 2 for documentation/certification by the trainee and unit ADPM: "Member trained using [Attachment 6](#)."**

**7.4. Practical Day and Night (as applicable) Airfield Familiarization Training.** At a minimum, the practical airfield drivers training involves taking the individual out on the airfield to show them how to get to and from their work areas. Use the Airfield Driving Training Documentation and Certification Checklist to document completion of training.

**7.5. Practical Driving Test. The individual must:**

- 7.5.1. Drive the vehicle during the check ride.
- 7.5.2. Demonstrate the ability to operate a vehicle in all areas required for duty position and/or work areas without assistance.
- 7.5.3. Identify the location of the runway.
- 7.5.4. Demonstrate the ability to contact the Control Tower prior to entry on the runway and other CMAs.

**7.6. Completion of the USAF Airfield Driving CBT** (<http://golearn.csd.disa.mil/kc/login/login.asp>, accessible on the ADLS website) is required for all wing- and/or base-assigned airfield drivers prior to issuance of an AF IMT 483. **Note:** Newly assigned or hired individuals may use a prior USAF Airfield Driving CBT completion date to fulfill this requirement if date completed is within the last 12 months. A link to this CBT is provided in the ADTP for all trainees to utilize.

**7.7. Personnel that have a mandatory requirement for normal color vision (entry and retention) in their Air Force Specialty Code (AFSC) only require verification that they successfully completed a color vision test by a 6 MDG's Optometrist or off-base equivalent. Use Attachment 19 MFR to accomplish this.** **Note:** Individuals that fail to pass the color vision test will be issued a "Non-CMA" AF IMT 483. Access to CMA will not be granted.

**7.8. Testing requirements.** Upon completion of all airfield driving training requirements, the trainer and trainee will select the completion date box. The trainer or program manager will certify that each training item on the ADTP has been taught and successfully passed by clicking on the certification box. **Note 1:** Copies of the CBT and color vision test should be kept on file. Copies of all tests must be kept on file for non-CAC card holders. All tests are contained in and administrated by the ADTP and to all trained in Steps 3 and 4. Unit tests are enabled by the unit ADPM for their members in Step 3. The wing ADPM will enable the wing test for all personnel in Step 4. Subsequent tests will be enabled by the unit ADPM. **Note 2:** All tests are enabled for 72 hours and members have 1 hour to finish after test start.

7.8.1. Certification will allow access to Step 3 (Take Unit Test). The test consists of multiple choice questions from this instruction, the airfield driving CBT, airfield diagram, light gun signal recognition and phraseology test. It will gauge the members training and help pinpoint any deficiencies prior to taking the Step 4 wing tests.

7.8.2. Once test is completed, trainee will go to Step 4 "Visit Wing Airfield Driving Program Manager". The wing test is a combined test with identified sections General Knowledge, Communication Test, Airfield Diagram and Runway Incursions Test (passing score is 100%). A test pass allows trainee to print his/her AF IMT 483 electronically signed by the DAFM. A test fail will require the trainee to go back to Step 2 for additional training by the unit ADPM or trainer. First and second time failures will be permitted to test again within 24 hrs after remedial training is conducted by unit ADPM. Third time failures will require comprehensive remedial training and will be permitted to test again in 72 hours. Unit ADPMs must document all remedial training conducted. **Note:** A minimum passing score of 80 percent is required on the general knowledge test. Any missed questions on the airfield map or light gun signal recognition is an automatic failure.

**7.9. Authority for producing and signing AF IMT 483s is not allowed outside of AM.**

**7.10. Annual refresher training is conducted on the ADTP website.** **Note:** As a minimum, this training will include a review of this instruction and completion of the Airfield Driving CBT, Airfield Driving Instruction, and Runway Incursion Prevention test (at least 5 questions with a minimum passing score of 100%). Unit ADPMs will ensure all refresher training is complete and ensure the Airfield Driving CBT was successfully completed annually for each driver. After all training and testing is complete the driver can

print the license through the ADTP website with the refresher date printed on the back of the license. Dispose of the previous license immediately to avoid confusion.

**7.11. Upon permanent change of station (PCS), separation, or retirement, delete driver's record from database.** It is recommended that the unit ADPM be added to the unit's out-processing checklist to enable conduct of proper out-processing actions.

**7.12. TDY Personnel.** TDY personnel are not authorized to drive on MacDill's airfield without a valid AF IMT 483 issued from their home-station (see 5.14.2.). Unit ADPMs should question and validate the need for TDY personnel to drive on the airfield without an AF IMT 483 from their home station. The sponsoring/host unit ADPM is responsible for administering all training for issuance of an AF IMT 483 endorsed for airfield driving at MacDill AFB (See Attachment 7).

**7.13. Certificate Suspension/Surrender/Revocation/Reinstatement.**

7.13.1. General. Gross or repeated violations of safety or airfield driving rules, or an overall demonstrated lack of ability on the part of the certificate holder will result in a suspension of airfield driving privileges, surrender of the certificate, or revocation of the certificate. The AFM or designated representative is authorized to confiscate military vehicle keys, AF IMT 483, and/or airfield POV cones from any individual violating the provisions of this instruction without debate.

7.13.2. Unit commanders, ADPMs, Security Forces, and Airfield Management personnel are authorized to revoke airfield driving privileges of individuals violating the provisions of this instruction or performing unsafe acts on the airfield. A MacDill AFB CMA/Airfield Violation Worksheet (Attachment 18) will be sent to the offender's unit commander with a courtesy copy sent to the 6 AMW/SE and Commander, 6th Operations Support Squadron (6 OSS/CC). **Note:** All suspended/surrendered/revoked certificates require a written letter from the unit commander requesting reinstatement.

7.13.3. A controlled movement area violation (CMAV) event is an airfield violation caused by aircraft, vehicles, or pedestrians entering the CMA without specific Control Tower approval. This definition also includes runway incursions. Unit commanders, unit ADPMs, and Airfield Management must be notified immediately of any CMAV event. Airfield Management will notify AMC/A3AP within 24 hours of CMAV/HATR. Verbal notification with a written follow-up within 72 hours, or next duty day, will fulfill this requirement.

7.13.4. A runway incursion is a CMAV event that involves the incorrect presence of an aircraft, vehicle, or person on the protected area of a surface designated for the landing and take-off of aircraft. For the purpose of this instruction, the protected area is the same as the CMA. These are further classified into three operational categories (Operational Error, Pilot Deviation, and Vehicle/Pedestrian).

7.13.4.1. Operational Error (OE) – A failure of the air traffic control system that results in loss of separation.

7.13.4.2. Pilot Deviation (PD) – The action of a pilot that results in the violation of Air Traffic Control (ATC) instructions, AFIs and/or FARs.



- 7.13.4.3. Vehicle/Pedestrian Deviation (V/PD) – Any entry or movement on the controlled movement area by a vehicle (including aircraft operated by non-pilots) or pedestrian that has not been authorized by the Control Tower.
- 7.13.5. For a runway incursion, the individual's AF IMT 483 must be surrendered to AM and airfield driving privileges must be revoked until an investigation, retraining and certification is complete.
- 7.13.6. Runway incursions and CMAV events will be reported to 6 AMW/SE.
- 7.13.7. The AFM or designated representative is responsible for taking immediate actions to correct the problem or applying interim control measures.
- 7.13.8. Runway incursions and CMAV events must be briefed at the Airfield Operations Board (AOB).
- 7.13.8.1. Provide a detailed description of each incident (to include: what, when, where, how, type vehicle/aircraft involved, and action taken to prevent a recurrence) to highlight any trends (e.g., annual/biannual chart showing upward or downward information). CMAV trend reports are available on the ADTP.
- 7.13.8.2. The AFM must maintain a copy of the AF Form 651, *Hazardous Air Traffic Report (HATR)/AF Form 457, USAF Hazard Report*, actions taken, results and supporting documentation.
- 7.13.9. Suspension. Any supervisor in the driver's chain of command may suspend a driver's certificate. All suspensions will be reported to the unit ADPM and AFM. Failure to complete **annual refresher training** (or if there is no documentation of **annual training**) is cause for AF IMT 483 suspension. Unit ADPMs will suspend members profile in the ADTP; these forms are preloaded in the system. Only the wing ADPM can reinstate the member's profile.
- 7.13.10. Surrender. All certificate holders will surrender their AF IMT 483 upon request by the unit ADPM and/or Airfield Management personnel. Surrendered certificates will be forwarded to Airfield Management. Airfield drivers who PCS, separate, retire, or no longer need their certificates must inform the unit ADPM to remove the driver from their database.
- 7.13.11. Revocation. AF IMT 483s may be revoked by the unit ADPM, Airfield AFM, or designated representative. Once revoked, another certificate will not be reissued without the explicit approval of the AFM.
- 7.13.12. As a minimum, violations of this airfield driving instruction within a 12-month period will carry the following penalties:
- 7.13.12.1. FIRST VIOLATION: 30-day suspension of airfield driving privileges.
- 7.13.12.2. SECOND VIOLATION: 1-year suspension of airfield driving privileges.
- 7.13.12.3. THIRD VIOLATION: Permanent suspension of airfield driving privileges.

7.13.13. **UNAUTHORIZED CMA CROSSING/ENTRY**: This is the most serious driving violation and results in an automatic **6-month suspension** of airfield driving privileges and possible suspension of base driving privileges. A second CMA violation will result in a permanent ban from the airfield complex.

7.13.13.1. For CMA/runway incursions that have an adverse impact on flight operations (arrivals, departures), an AF Form 651 will be submitted to 6 AMW/SE.

7.13.13.2. For CMA/runway incursions that do not have an adverse impact on flight operations, an AF Form 457 will be submitted to 6 AMW/SE.

7.13.14. Reinstatement Procedures. Unit/squadron commanders and ADPMs will ensure that, prior to seeking reinstatement of airfield driving privileges, the individual(s) concerned:

7.13.14.1. Receives full airfield driving training, with the exception of color-vision testing. Documentation is signed by the unit/squadron commander or designated representative, and forwarded to the AFM for approval/disapproval.

7.13.14.2. Access to print a new AF IMT 483 from the ADTP will be granted by the DAFM or designated representative.

**8. Ramp Quiet Hours.** Procedures during ramp quiet hours will be in effect for events such as changes of command, concerts, and special dinners/events. Vehicle operations are not allowed in the vicinity of Hangar 1, 2, or 3. "In the vicinity" encompasses the Transient Spots (T-16 through T-25), DV Spots 1 thru 4, North Ramp parking spots A1 and A2, the main in/out taxi route on the North Ramp, taxiway intersection of "L" & "E", and Transient Parking Ramp, row 52. (See MACDILLAFBI 13-204 for expanded procedures)

SCOTT V. DETHOMAS, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

**AFI 13-213**, *Airfield Driving*, 1 June 2011

**AFI 21-101**, *Aircraft and Equipment Maintenance Management*, 29 June 2006

**AFI 24-301**, *Vehicle Operations*, 1 November 2008

**AFI 31-101**, *Integrated Defense (FOUO)*, 8 October 2009

**AFI 31-204**, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2002

**AFMAN 24-306**, *Manual for the Wheeled Vehicle Operator*, 1 July 2009

**AFMAN 33-363**, *Management of Records*, 1 March 2008

**AFOSH Standard 91-100**, *Aircraft Flight Line - Ground Operations and Activities*, 1 May 1998

**AFVA 11-240**, *USAF Airport Signs and Markings*, 2 June 2004

**HQ AFFSA**, *Airfield Driving Computer Base Training Courseware*

**MACDILLAFB 11-250**, *Airfield Operations*, 13 April 2007

**MACDILLAFBI 21-101**, *Foreign Object Damage/Dropped Object Prevention Program*, 29 October 2008

**6 AMW OI 31-101**, *Installation Security Instruction/Physical Security/Resource Protection (PA) (FOUO)*, 20 September 2006

**6 AMW OPLAN 8044**, *Alert and Standby Force Procedures Plan (FOUO)*, 1 June 2005

**T.O. 36A-1-6**, *Installation of Safety Belts and Head Restraining Devices in Air Force Vehicles*, 30 June 1999

**UFC 3-260-01**, *Airfield and Heliport Planning and Design*, 1 November 2001

***Forms Prescribed***

***None***

***Forms Adopted***

**AF Form 457**, *USAF Hazard Report*;

**AF IMT 483**, *Certificate of Competency*;

**AF Form 651**, *Hazardous Air Traffic Report (HATR)*

**AF Form 847**, *Recommendation for Change of Publication*

**AF Form 2519**, *All Purpose Checklist*;

**FAA Form 5280-7**, *Ground Vehicle Guide to Airport Signs and Markings Sticker*.

*Abbreviations and Acronyms*

**6 AMW**—6th Air Mobility Wing  
**6 AMW/CC**—6th Air Mobility Wing, Commander  
**6 AMW/SE**—6th Air Mobility Wing, Safety Office  
**6 AMXS**—6th Aircraft Maintenance Squadron  
**6 CES**—6th Civil Engineer Squadron  
**6 CS**—6th Communications Squadron  
**6 MDG**—6th Medical Group  
**6 OG**—6th Operations Group  
**6 OSS/OSAA**—6th Operations Support Squadron, Airfield Management  
**6 OSS/OSAT**—6th Operations Support Squadron, Air Traffic Control Tower  
**6 OSS/CC**—6th Operations Support Squadron, Commander  
**6 SFS**—6th Security Forces Squadron  
**ACC**—Air Combat Command  
**ADI**—Airfield Driving Instruction  
**ADPM**—Airfield Driving Program Manager  
**ADTP**—Airfield Driving Training Program  
**AF**—Air Force  
**AFB**—Air Force Base  
**AFECC**—Air Force Entry Control Card  
**AFI**—Air Force Instruction  
**AFM**—Airfield Manager  
**AFMAN**—Air Force Manual  
**AFMV**—Air Force Motor Vehicle  
**AFOSH**—Air Force Occupational Safety and Health  
**AFOSHSTD**—Air Force Occupational Safety and Health Standard  
**AFRIMS**—Air Force Records Information Management System  
**AFRSAT**—Air Force Runway Safety Action Team  
**AFSC**—Air Force Specialty Code  
**AFVA**—Air Force Visual Aid  
**AGE**—Aerospace Ground Equipment  
**AMOPS**—Airfield Management Operations

**AM**—Airfield Management  
**AMW**—Air Mobility Wing  
**AOB**—Airfield Operations Board  
**AOF**—Airfield Operations Flight  
**ATC**—Air Traffic Control  
**ATCT**—Air Traffic Control Tower  
**BASH**—Bird Aircraft Strike Hazard  
**CB**—Citizen’s Band  
**CBT**—Computer-Based Training  
**CC**—Commander  
**CE**—Civil Engineer  
**CMA**—Controlled Movement Area  
**CMAV**—Controlled Movement Area Violations  
**DAFM**—Deputy Airfield Manager  
**DCS**—Defense Courier Service  
**DUC**—Deployed Unit Complex  
**DV**—Distinguished Visitor  
**ECP**—Entry Control Point  
**FAA**—Federal Aviation Administration  
**FOD**—Foreign Object Debris  
**FOUO**—For Official Use Only  
**GMV**—Government Motor Vehicle  
**GSA**—General Services Administration  
**HALO**—High Altitude Low Opening  
**HAP**—High Accident Potential  
**HQ AFFSA**—Headquarters, Air Force Flight Standards Agency  
**ICAO**—International Civil Aviation Organization  
**ILS**—Instrument Landing System  
**LMR**—Land Mobile Radio  
**LOX**—Liquid Oxygen  
**MA**—Movement Area  
**MACDILLAFBI**—MacDill Air Force Base Instruction

**MFR**—Memorandum for Record

**MPH**—Miles per Hour

**NVD**—Night Vision Device

**OE**—Operational Error

**OPR**—Office of Primary Responsibility

**PA**—Privacy Act

**PA**—Public Affairs

**PCS**—Permanent Change of Station

**PD**—Pilot Deviation

**PMV**—Private Motor Vehicle

**POC**—Privately Owned Conveyance

**POL**—Petroleum, Oils, and Lubricants

**POV**—Privately Owned Vehicle

**SFS**—Security Forces Squadron

**TDY**—Temporary Duty

**TO**—Technical Order

**UFC**—Unified Facilities Criteria

**USAF**—United States Air Force

**USCENTCOM**—United States Central Command

**USSOCOM**—United States Special Operations Command

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**VFR**—Visual Flight Rules

**VIP**—Very Important Person (Same as DV)

**V/PD**—Vehicle/Pedestrian Deviation

### ***Terms***

**Airfield Manager**—Works directly for the Airfield Operations Flight Commander and manages airfield management facilities to ensure effective support to the base flying mission and transient aircrews. Also referred to as the Chief, Airfield Management.

**Airfield Facilities**—Includes runways, taxiways, parking, and servicing areas. ATC facilities, Airfield Management, navigational aids, aircraft fire suppression, and rescue services. Airfield lighting systems and systems to hold or stop aircraft (where required).

**Base Operations**—Facility located near the airfield that consists of Airfield Management Operations (AMOPS), Flight Planning Room, and Aircrew Lounge. Primary functions include:

coordinating and monitoring airfield maintenance and support, providing flight planning assistance, coordinating Notice to Airmen and activities to provide a safe airfield environment. At MacDill, it is located on the north side of Hangar 3.

**Airfield Operations Flight Commander (AOF/CC)**—Responsible for the overall operation/services provided by the airfield operations flight in support of the wing flying mission and in compliance with USAF and FAA guidelines.

**Host/Wing Commander**—The individual with ultimate responsibility for operating the airfield.

**Runway Intrusion/Incursion**—A controlled movement area (CMA) violation that is a result of an unauthorized entry or erroneous occupation of a runway or other surface used for takeoff and landing of aircraft, regardless of impact on aircraft safety. These incidents can be caused by aircraft, vehicles, pedestrians, or communication errors. This violation is referred to as a runway incursion by the FAA. **Note:** Additional terms may be found in [Paragraph 2, Terms Explained](#), and [Paragraph 3, Responsibilities](#).

## Attachment 2

## AIRFIELD DRIVING PROGRAM MANAGER APPOINTMENT LETTER

## DEPARTMENT OF THE AIR FORCE

## Letterhead

MEMORANDUM FOR 6 OSS/OSA

FROM: (Unit Commander Office Symbol)

SUBJECT: Appointment of Unit ADPMs and Trainers

1. The following individuals are appointed as unit primary and alternate Airfield Driving Program Managers (ADPMs) and trainers. Individuals have received training IAW AFI 13-213 and the Local Driving Instruction. Both Primary and Alternate ADPMs have the authority to certify personnel who are qualified to drive on the airfield and will ensure completion and tracking of all airfield drivers training for unit-assigned and TDY personnel.

NAME/Email	OFFICE SYM DP	483 # _____
PRIMARY:		
MSgt Ann B. Smith	OSAA	XXX-XXXX BLK#####
Email: Ann.Smith@blank.af.mil		

ALTERNATE:		
TSgt John E. Doe	OSAA	XXX-XXXX BLK#####
Email: John.Doe@blank.af.mil		

2. The following individuals are appointed as Airfield Driving Program Trainers:

NAME/Email	OFFICE SYM DP	483 # _____
TSgt Jane C. Davis	OSAA	XXX-XXXX BLK#####
Email: Jane.Davis@blank.af.mil		
SSgt Michael Johnson	OSAA	XXX-XXXX BLK#####
Email: Michael.Johnson@blank.af.mil		

3. This letter supersedes all previous letters, same subject.

XXXX X. XXXXX, Lt Col, USAF  
Commander



## Attachment 3

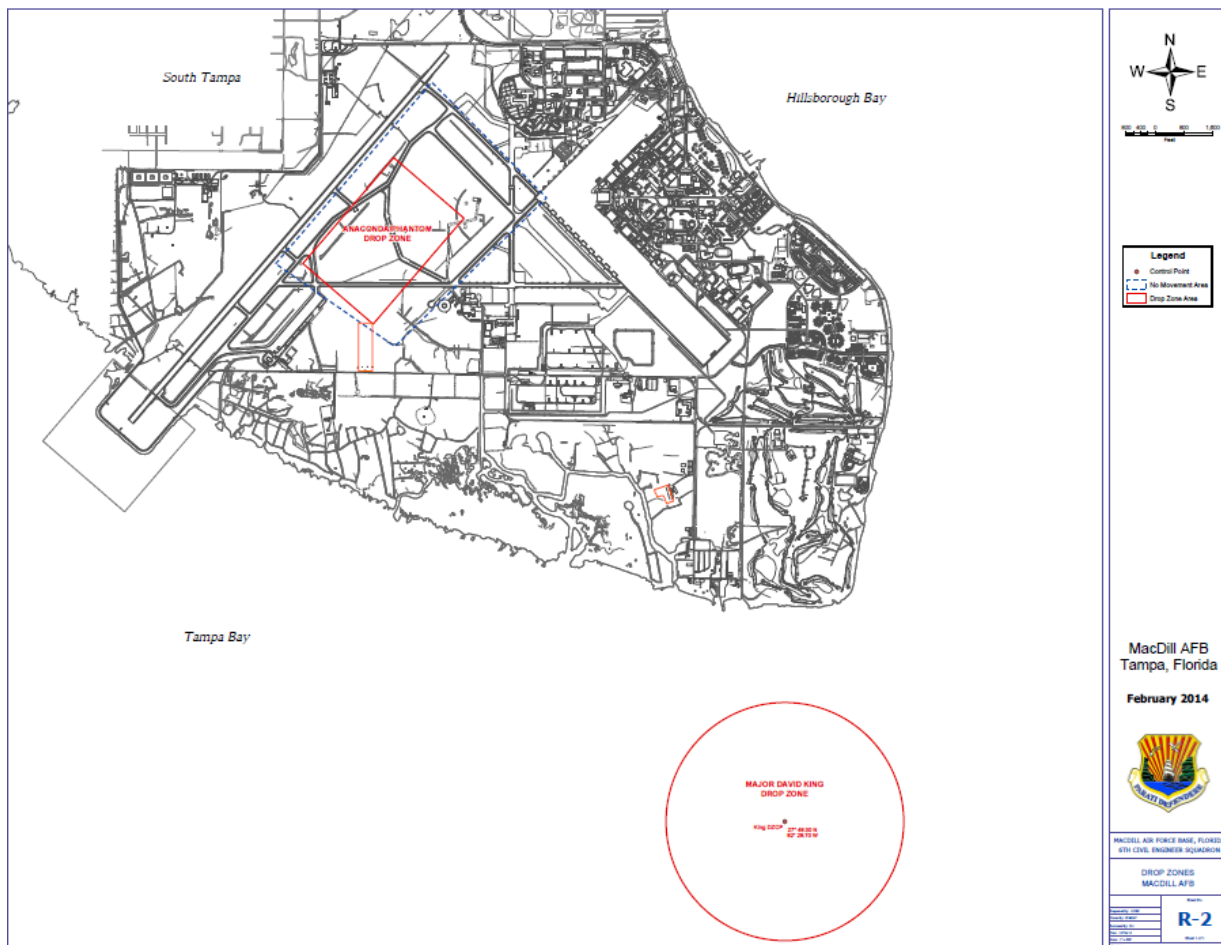
## UNIT ADPM TRAINING CHECKLIST

Table A3.1. Unit ADPM Training Checklist.

UNIT ADPM TRAINING CHECKLIST			
<b>SECTION I – TRAINEE INFORMATION (Completed by Wing ADPM)</b>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING (Completed by Trainee and Wing ADPM)</b>			
	<b>Date Completed</b>	<b>Trainee Initials</b>	<b>Wing ADPM</b>
1. Unit ADPM duties and responsibilities.			
2. Appointment of unit trainers.			
3. Runway incursion prevention.			
4. Governing Directives.			
4.1. AFMAN 24-306, <i>Manual for the Wheeled Vehicle Operator</i> .			
4.2. AFOSHSTD 91-100, <i>Aircraft Flightline – Ground Operations and Activities</i> , Chapter 6.			
4.3. AFI 21-101, <i>Aircraft and Equipment Maintenance Management</i> .			
5. Testing requirements to include test security/compromise.			
6. Color vision testing requirements. See AFI 48-123, <i>Medical Examinations and Standards</i> for additional information.			
7. Airfield Driver's training requirements.			
7.1. Local Qualification.			
7.2. Refresher.			
8. Unit ADPM Continuity Binder.			
9. Reporting, Enforcement, and Violation Consequences.			
10. Vehicle Passes (Privately Owned/Government Leased).			
11. Controlled Movement Area (CMA) procedures and training for unit personnel.			

12. TDY personnel/Non-based assigned contractors briefing and or training requirements.			
13. Escort procedures.			
14. Procedures for issuing revoking and reissuing an AF IMT 483, <i>Certificate of Competency</i> .			
15. Participate with the Unit AFPM on an actual training session and practical check ride.			
16. AF IMT483 CERTIFICATE #	STAMP:		
<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by the Trainee and Wing ADPM or designated representative</i> )			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>Note:</b> A local form or electronic equivalent may be used as long as it includes all information listed above.			

Figure A3.1. Parajump Drop Zone Map.



## Attachment 4

## UNIT AIRFIELD DRIVER PROGRAM SELF-INSPECTION CHECKLIST

UNIT AIRFIELD DRIVER PROGRAM SELF INSPECTION CHECKLIST			
<b>SECTION I – GENERAL INFORMATION</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
Unit	Office Symbol or Company Name		Date:
<b>SECTION II – INSPECTION ITEMS</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			
	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
<b>1. Unit Commander.</b>			
1.1. Has the unit commander appointed, in writing, an Airfield Driving Program Manager and alternate?			
1.2. Is a current copy of the Airfield Driving Program Manager appointment letter on file at Airfield Management?			
1.3. Does the unit commander limit the number of personnel authorized to drive on the airfield to the absolute minimum necessary to accomplish the mission?			
1.4. Has the unit commander established procedures to limit the number of runway crossings? Is the number of unit drivers validated at least annually to include those that enter or cross the runway?			
1.5. Is the unit commander notified when individuals commit a violation?			
1.6. Does the unit commander notify the Airfield Driving Program Manager and Airfield Management when revoking an individual's driving privileges?			
1.7. Has the unit commander appointed, in writing, Airfield Driving Program Trainers? Is the list of names current and accurate?			
<b>2. Unit Airfield Driving Program (ADPM) Manager.</b>			
2.1. Is the Unit ADPM trained and certified to drive on the airfield?			
2.2. Does the Unit ADPM ensure drivers have a valid state driver's license and are qualified to operate applicable vehicles?			

2.3. Does the Unit ADPM ensure airfield drivers have their color vision tested? Is the AFSC exempt?			
2.4. Does the Unit ADPM maintain a list of all drivers authorized to drive on the airfield with at least the minimum data (Full name, rank, unit, office symbol, AF IMT 483 number, any restrictions and date refresher training is due)?			
2.5. Does the unit ADPM have current and accurate training documentation on file for drivers that have been issued an AF IMT 483, <i>Certificate of Competency</i> , endorsed for airfield driving?			
2.6. Does the unit ADPM maintain a properly formatted continuity binder or electronic equivalent with all required documentation?			
2.7. Are the training and testing materials current and accurate?			
<b>3. TDY personnel/Non base assigned Contractors.</b>			
3.1. Are TDY personnel/Non-base assigned contractors driving credentials verified (do TDY personnel/Non-base assigned contractors have a valid state/GOV driver's license and AF IMT 483 from their home base)? ADPM should question the need to issue AF IMT 483 if TDY personnel do not have an AF IMT 483 from their home station.			
3.2. Are TDY personnel being trained on driving requirements in accordance with the local driving instruction?			
<b>4. Training.</b>			
4.1. Are potential airfield drivers receiving classroom training by the ADPM ( <i>as determined locally</i> )?			
4.2. Are potential airfield drivers receiving practical day and night (as applicable) airfield familiarization training?			
4.3. Are potential airfield drivers receiving a practical day and night (as applicable) driving test?			
4.4. Does the ADPM provide unit personnel with references and materials necessary to complete training? Is this material readily available for reference in the event the program manager or alternate is not available?			
4.5. Is remedial training conducted and documented on personnel that fail a test or commit a violation?			

4.6. Are drivers receiving annual refresher training within the established time lines?			
4.7. Does the ADPM have a mechanism established to track annual refresher training requirements? Is the refresher training being documented on the back of the AF IMT 483?			
4.8. Are trainees administered a General Knowledge Test?			
4.9. Are trainees administered a Runway Incursion Prevention Test?			
4.10. Are trainees administered a Communication Test to individuals requiring CMA access?			
4.11. Are trainees instructed on proper radio terminology when communicating with the ATCT?			
4.12. Are trainees shown the actual location of Runway Hold-Lines and can they readily provide a verbal description of Runway Hold-Lines?			
4.13. Are trainees familiar with runway entry and exit procedures and radio "read back" requirement? (A random interview of unit vehicle operators may be conducted.)			
<b>5. Miscellaneous.</b>			
5.1. Is FAA Form 5280-7/AFVA 11 -240, Airfield Visual Aid Safety Placard, available for each vehicle operated on the CMA?			
5.2. Is FOD prevention and identification part of the Unit's Airfield Driving Program?			
5.3. Are vehicles used on taxiways and runways equipped with Infrared Red Lights/Roof-mounted rotating beacons?			
5.4. Is a current airfield diagram in unit assigned vehicles?			
<b>SECTION III – COMMENTS/NOTES</b> <i>(Completed by the Wing ADPM or Unit ADPM)</i>			

<b>SECTION IV – CERTIFICATION</b> <i>(Completed by the Unit ADPM and Wing ADPM)</i>			
<b>UNIT ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:

## Attachment 5

**AIRFIELD DRIVING TRAINING  
DOCUMENTATION AND CERTIFICATION CHECKLIST**

<b>AIRFIELD DRIVING TRAINING</b> <b>DOCUMENTATION AND CERTIFICATION CHECKLIST</b>			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by the Unit ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee and Unit Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
1. Trainee possesses a valid ( <i>List State of Issue</i> ) Driver's License ( <i>List restrictions</i> ).			
2. Trainee possesses a valid Government Driver's License.			
3. USAF Airfield Driving Computer Base Training. [Score:   ]			
4. Airfield Driver Training Classroom ( <i>as determined locally</i> ).			
5. Airfield Driving Qualification Training Checklist/Curriculum. (See Attachment 6)			
6. Practical Day Airfield Driver Familiarization Training (See Attachment 6, Item 4)			
7. Practical Night Airfield Driver Familiarization Training as applicable. (See Attachment 6, Item 4)			
8. Practical Driving Test. Includes day and night (as applicable)			
9. Communications Test. [Score:   ]			
10. Airfield Diagram/Layout Test. [Score:   ]			
11. General Knowledge Test (Written). [Score:   ]			
12. Runway Incursion Prevention Test. [Score:   ]			



<b>SECTION III – COLOR VISION TEST FOR CMA DRIVERS ONLY.</b> (Completed by Hospital/Medical Treatment Facility Optometry For)			
Check applicable.			
1. Normal Color Vision			
2. Color Blind/Deficient			
Name (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION IV – TRAINER CERTIFICATION</b> (Completed by Authorized Airfield Driving Training Instructor)			
I certify that the trainee has received all required qualification training requirements annotated above.			
Name of Trainer (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION V – TRAINEE ACKNOWLEDGEMENT</b> (Completed by Trainee)			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
Name of Trainee (Last, First, MI):	Grade:	Signature:	Date:
<b>SECTION VI – UNIT CERTIFICATION</b> (Completed by Unit Commander or Unit ADPM)			
I certify that the above trainee has successfully completed all training requirements to operate a vehicle at <u>Local Base</u> . Check all applicable restrictions and or special access.			
<input type="checkbox"/> Ramp only <input type="checkbox"/> Daylight Hours only <input type="checkbox"/> Other ( <i>Specify</i> )			
Name (Last, First, MI):	Grade:	Signature:	Date:

<b>SECTION VII – AIRFIELD DRIVING AUTHORIZATION</b> <i>(Completed by the Wing ADPM or designated representative)</i>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		AF IMT483 CERTIFICATE #	
Name (Last, First, MI):	Grade:	Signature:	Date:

## Attachment 6

**AIRFIELD DRIVING QUALIFICATION TRAINING  
CHECKLIST (CURRICULUM)**

**AIRFIELD DRIVING QUALIFICATION TRAINING  
CHECKLIST (CURRICULUM)**

**SECTION I – TRAINEE INFORMATION** *(Completed by Unit ADPM)*

Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
			<b>Not Available (N/A)</b>
1. <b>Definitions and terms.</b> Training Outcome(s): Trainee must be knowledgeable of the terms used on an airfield:			
1.1. Runway			
1.2. Controlled Movement Area (CMA)			
1.3. Controlled Movement Area Violation (CMAV)			
1.4. Runway Incursion			
1.5. Taxiway			
1.6. Ramp/Apron			
1.7. Foreign Object Damage (FOD) control/prevention			
1.8. Overrun			
1.9. Taxilane			
1.10. Light Gun			
1.11. Jet Blast			
1.12. Vehicle Service Road			
1.13. Hot Cargo Area			
1.14. Arm/De-Arm Area			
1.15. Aircraft Arresting Gear			
1.16. ILS Critical Area			
1.17. Mandatory Sign			
1.18. Informational Sign			

1.19. Emergency Response Vehicle				
1.20. Circle of Safety				
1.21. Restricted Area				
1.22. Entry Control Point				
1.23. Fixed/Mobile Obstacle				
1.24. Airfield Management				
1.25. Air Traffic Control Tower (ATCT)				
<b>2. Vehicle operator requirements.</b> Training Outcome(s): Trainee must be knowledgeable on local procedures and requirements for operating a vehicle on the airfield:				
2.1. Use of vehicle lighting (e.g. Daytime Running, Rotating/IR beacons, hazard/emergency flashers)				
2.2. Procedures for reporting an accident or vehicle maintenance problems				
2.3. Vehicle parking and chocking requirements				
2.4. Use of perimeter and infield roadways				
2.5. Lateral distance requirements for mobile obstacles on an apron/ramp and taxiway				
2.6. Speed limits for vehicles operating on an apron/ramp and taxiway				
2.7. Requirements for operating a vehicle within the immediate vicinity of aircraft				
2.8. Procedures for reporting and removing FOD				
2.9. Restricted visibility and/or night driving				
2.10. Procedures for operating of bicycles, tricycles, etc. on the airfield				
2.11. Use of traction control devices as applicable				
2.12. Emergency Response Vehicle requirements				
2.13. Vehicle Escort/Convoy Driving procedures as applicable				
<b>3. Aircraft Operations.</b> Training Outcome(s): Trainee must be knowledgeable of hazards associated with aircraft				
3.1. Right of Way				
3.2. Taxiing				
3.3. Jet Blast safety requirements				

<b>4. Practical Day and Night (as applicable)</b> <b>Airfield Familiarization Training.</b> Training Outcome(s): Trainee must be knowledgeable of the airfield environment. At a minimum, the trainee must demonstrate the ability to operate a vehicle to and from their designated work areas				
<b>5. Local Airfield Basics.</b> Training Outcome(s): Trainee must be knowledgeable of the airfield environment:				
5.1. Familiarize trainee with the following airfield lighting				
5.1.1. Runway				
5.1.1.1. Edge Lights				
5.1.1.2. Approach Lights				
5.1.2. Taxiway				
5.1.2.1. Edge Lights				
5.1.2.2. Centerline Lights				
5.1.2.3. Guard Lights (as applicable)				
5.2. Familiarize trainee with the following airfield signage:				
5.2.1. Runway Hold Sign				
5.2.2. Taxiway Location Sign				
5.2.3. ILS Critical Area Sign				
5.2.4. Direction Sign				
5.2.5. Distance Remaining Sign				
5.3. Familiarize trainee with the following airfield markings:				
5.3.1. Runway				
5.3.1.1. Centerline				
5.3.1.2. Edge				
5.3.1.3. Runway ID Numbers				
5.3.1.4. Threshold Markings				
5.3.1.5. VFR Hold Line				
5.3.2. Vehicle Stop Bars				
5.3.3. Taxiways				
5.3.3.1. Centerline				
5.3.3.2. Edge Markings				

5.3.4. ILS Critical Areas				
5.3.5. Non-movement Area Boundary Marking as applicable				
5.3.6. Non-standard Airfield Markings as applicable				
5.3.7. Aircraft Arresting Gear Marking as applicable				
5.4. Familiarize trainee with the locations or airfield Navigational Aids and Visual Approach Aid.				
5.5. Familiarize trainee with the location of Restricted Areas and Entry Control Points				
5.6. Familiarize trainee with the location of Free Zones as applicable				
5.7. Familiarize trainee with the reduced visibility/inclement weather driving techniques				
5.8. Familiarize trainee with the location of the Fire Department, Air Traffic Control Tower and Airfield Management				
5.9. Familiarize trainee with the location and use of traffic control devices				
5.10. Familiarize trainee with Jet Blast hazardous locations on the airfield				
5.11. Familiarize trainee with runway(s) configuration (e.g. dimensions, location, designation, etc.)				
5.12. Familiarize trainee with the taxiway configuration (e.g. dimensions, location, designation, etc.)				
5.13. Familiarize trainee with Controlled Movement Area Boundaries				
5.14. Familiarize trainee with Congested Areas				
5.15. Familiarize trainee with Hot Spots as required locally				
5.16. Identify Smoking Areas as applicable				
<b>6. Communications.</b> Training Outcome(s): Trainee must be knowledgeable of proper radio terminology and ATCT phraseology use on the airfield:				
6.1. Ground Vehicle Communications				
6.2. Procedural Words and Phrases				
6.3. Aviation Phonetic Alphabet				

6.4. Aviation Terminology				
6.5. Procedures for Contacting the ATCT				
6.6. Light Gun Signals (Description of ATCT Light Gun signals)				
6.7. ATCT and or vehicle blind spots				
<b>7. Other:</b>				
7.1. Review ADI				
7.2. Runway Incursion Prevention Training				
7.3. Demonstrate the ability to contact ATCT for approval to enter/exit the CMA. <b>Note:</b> Required for all personnel that require access on or across taxiways, helipads and aprons located in the CMA				
7.4. Demonstrate the ability to contact ATCT for approval to enter/exit the runway. <b>Note:</b> Required for all personnel that require access on or across the runway				
<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by the Trainee, Unit ADPM and Wing ADPM</i> )				
<b>TRAINEE</b>				
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
<b>UNIT ADPM</b>				
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base</u> Airfield Driving Instruction (ADI). Check all applicable restrictions.				
1. Ramp only 2. Daylight Hours only 3. Other ( <i>Specify</i> )				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
<b>WING ADPM or designated representative (as required)</b>				
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:	
Note: Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for the practical training requirements in items 4 and 7 above.				

## Attachment 7

**TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS  
TRAINING CHECKLIST**

<b>TDY PERSONNEL/NON-BASE ASSIGNED CONTRACTORS TRAINING CHECKLIST</b>			
<b>SECTION I – TRAINEE INFORMATION</b> <i>(Completed by Unit ADPM or Wing ADPM)</i>			
Name (Last, First, Middle Initial)	Rank, Civilian Grade or equivalent	Unit/Office Symbol or Company Name	Duty Phone
<b>SECTION II – QUALIFICATION TRAINING</b> <i>(Completed by the Trainee, Unit ADPM or designated Trainer)</i>			
	<b>Date Completed</b>	<b>Trainee's Initials</b>	<b>Trainer's Initials</b>
1. Explain the difference between mandatory/informational airfield signs. Provide examples of mandatory/informational local airfield signs			
2. Explain the different types of airfield markings (e.g. runway, taxiway, and apron/ramp). Provide examples of local airfield markings			
3. Explain the different types of airfield lighting systems (e.g. runway, taxiway, and apron/ramp). Provide examples of local airfield lighting			
4. Identify the speed limits for general/special purpose vehicles operating on aircraft parking aprons/ramp and taxiways			
5. Identify the procedures for vehicle operating in the immediate vicinity of base assigned and transient (if applicable) aircraft			
6. Explain the requirements for parking and chocking vehicles and/or equipment on the airfield			
7. Identify the lateral distance requirements for mobile obstacles on taxiways and aprons			
8. Discuss Foreign Object Damage (FOD) control/prevention measures for the airfield			
9. Identify methods/practices to prevent a runway incursion			
10. Explain the different types of airfield violations and their consequences			



11. Identify the proper radio terminology and phraseology			
12. Provide a local Airfield Diagram			
13. Identify all restricted areas and entry control points			
14. Identify all Control Movement Area boundaries			
15. Identify free-zones, when applicable			
16. Practical airfield familiarization training. At a minimum, familiarize individual on route(s) to and from the designated work area			
17. Explain procedures for night driving, reduced visibility and inclement weather, when applicable			
18. Explain procedures for reporting an accident or vehicle maintenance problems			
<b>SECTION III – TRAINING CERTIFICATION</b> ( <i>Completed by Trainee, Unit ADPM and Wing ADPM as required</i> )			
<b>TRAINEE</b>			
I have received and completed all of the above training requirements and will comply with <u>Local Base</u> Airfield Driving Instruction (ADI). I am also fully aware that no vehicle or pedestrian shall enter a runway or other controlled movement areas without approval from the Air Traffic Control Tower (ATCT).			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>UNIT ADPM</b>			
I certify that the above individual has completed all local training requirements outlined in <u>State Local Base</u> Airfield Driving Instruction (ADI). Check all applicable restrictions.			
4. Ramp only 5. Daylight Hours only 6. Other ( <i>Specify</i> )			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>WING ADPM or designated representative (as required)</b>			
Name (Last, First, MI):	Rank, Civilian Grade or equivalent:	Signature:	Date:
<b>Note:</b> Electronic media such as videos, CBTs, and PowerPoint presentations may be used to provide training on all items except for items 12 and 16 above.			

**TDY BRIEFING (TDY AIRFIELD DRIVERS)**

**A7.1. General.** This letter reiterates policies and procedures for control of vehicle operations on the airfield in accordance with MACDILLAFBI 13-213, *Vehicle Operations on the Airfield*. It authorizes TDY personnel qualified to drive on their home station airfield, and in possession of AF IMT 483, *Certificate of Competency*, to operate on the airfield at MacDill AFB. Airfield vehicle operations are covered in AFMAN 24-306, Chapter 25, AFOSH Standard 91-100, and MACDILL AFBI 13-213, and must be strictly complied with. The following items must be kept with personnel on TDY at MacDill AFB: a copy of this letter, a copy of the current Airfield Diagram, and TDY orders. Airfield driving privileges are good only for the duration of the TDY and/or contract.

**A7.2. Precautions.**

A7.2.1. The MacDill airfield is a large and busy complex. Driving on taxiways and ramps will be kept to a minimum and in direct support of mission aircraft.

A7.2.2. Never cross the runway, drive onto the runway, or operate on the runway unless specifically authorized to do so by the procedures outlined in MACDILLAFBI 13-213, and only with approval from the Control Tower (when operating within 175 feet of the runway and CMA).

A7.2.3. Vehicle operators will do FOD checks prior to entering the airfield (taxiways, parking aprons). FOD checks will be accomplished when entering or crossing any taxiway, ramp, or runway from an access road, unpaved surface or when exiting a construction area.

A7.2.4. Do not cross taxiways when an approaching aircraft is within 200 feet or until it has passed by at least 500 feet.

A7.2.5. Always yield to taxiing aircraft and emergency response vehicles.

A7.2.6. Vehicles stopped for aircraft holding on a taxiway will not cross the taxiway in front of the aircraft unless signaled to do so by the pilot.

A7.2.7. Remain at least 100 feet from helicopters with rotors in motion.

A7.2.8. Exercises or other priority maintenance missions are **NOT** emergencies. The vehicle operator must adhere to established speed limits.

A7.2.9. Personal radios will not be used in vehicles operating on the airfield. This includes AM/FM radios, tape players, and personal stereos (iPods).

A7.2.10. The South Perimeter Road will not be used unless two-way radio contact is established with the Control Tower and permission received is from them.

A7.2.11. Always drive on the right side of a taxiway centerline (within 25 feet). Do not drive on the shoulders (Attachment 12).

A7.2.12. Do not pass a stopped or towed aircraft unless the aircrew or marshaller indicates the vehicle may proceed. Maintain at least 25 feet lateral clearance.

A7.2.13. If an aircraft is approaching a vehicle/driver, do one of the following:

A7.2.13.1. Turn around and exit the taxiway at the next paved surface.

A7.2.13.2. As a last resort, drive into a grassy area and maintain at least a 200-foot wingtip clearance for the aircraft to pass. However, before driving on to the paved surface again, a FOD check must be accomplished.

### **A7.3. Speed Limits.**

A7.3.1. Close proximity (within 25 feet) of aircraft - 5 MPH

A7.3.2. Special purpose or vehicles towing equipment - 10 MPH

A7.3.3. Ramp areas, general-purpose vehicles - 15 MPH

A7.3.4. Taxiways – 25 MPH

### **A7.4. Parking.**

A7.4.1. Never leave a vehicle unattended on a taxiway.

A7.4.2. Do not park within 25 feet in front of or 200 feet to the rear of any aircraft running or about to start.

A7.4.3. All vehicles parked and left unattended on the airfield will have the ignition turned off. The keys will remain in the vehicle and the door will be unlocked.

A7.4.4. Place the vehicle in “PARK” with automatic transmissions, or “REVERSE” with manual transmissions.

A7.4.5. Set the foot/hand brake and do not point the vehicle where it will roll towards any aircraft. Additionally, the vehicle must not be parked in any manner that will impede other aircraft and/or vehicle traffic.

**A7.5. Foreign Object Damage (FOD) Prevention.** A FOD potential exists at all airports. If any personnel see debris on or near the airfield, it must be removed. If the debris is too large or causes a hazard to personnel, call Airfield Management at x-2321/2350 and request a sweeper.

**A7.6. Night Driving.** During darkness (sunset to sunrise), vehicle operators will not shine headlights toward oncoming aircraft. Pull over to the side, turn off headlights, and turn on vehicle parking lights (yellow lights).

### **A7.7. Controlled Movement Area (CMA) Procedures.**

A7.7.1. Defined as Runway 04/22; overruns; and 175 feet east and west of the painted runway edge. **Note:** The eastern (ramp-side) limitation is identified by an imaginary line extended through the runway hold lines painted on taxiways A, B, C, D, and E. The western (Control Tower-side) limitation is identified by signs located on roads that penetrate the CMA. Radio contact with the Control Tower and permission to enter are mandatory prior to crossing any boundary of the CMA.

A7.7.2. Come to a complete stop at the runway or instrument hold line.

A7.7.3. Inform the Control Tower of the vehicle location and desired intentions.

A7.7.4. Repeat the Control Tower’s instructions verbatim and then comply with those instructions.

A7.7.5. Advise the Control Tower when the vehicle/operator have departed the CMA.

**A7.8. Contractors.** Contractor personnel will follow a designated route to the work/project site as identified by the AFM and/or designated representative.

A7.8.1. Contractor vehicles will be escorted unless prior coordination and permission are granted from the AFM.

A7.8.2. Vehicles and the work site will be clean, orderly and FOD free, to the maximum extent possible.

A7.8.3. Contractors may be asked to leave the area due to mission requirements.

**Note:** These are the MINIMUM briefing requirements for TDY and contractor personnel. ADPMs may add additional/unique unit requirements as necessary.

## Attachment 8

### AIRFIELD DRIVER TRAINING LESSON PLAN OUTLINE

#### A8.1. Administration.

A8.1.1. Ensure the individual requiring airfield driving training has a current state driver's license, government driver's license and necessary unique vehicle training (e.g., operating forklifts, K-loaders, or tugs).

A8.1.2. Consider physical and/or life skill problems/stress before assigning personnel airfield driving duties.

A8.1.3. Have individual read AFMAN 24-306, Chapter 25, this instruction, and applicable unit material. **Note:** The FAA *Runway Incursions* video clip and FAA *Driving on the Airport Operations Area* are highly recommended supplemental training materials for unit ADPMs.

A8.1.4. Conduct practical classroom training, daytime airfield orientation, nighttime airfield orientation, airfield driving check ride, multiple-choice written, airfield diagram, light gun signal, phraseology tests and Headquarters, Air Force Flight Standards Agency (HQ AFFSA) *Airfield Driving Computer Base Training Courseware*. Print results of all tests.

A8.1.5. Once all training requirements are complete, fill out the Documentation of Airfield Driver's Training and Certificate, have the squadron/unit commander or ADPM sign, attach test results and management for issuance of AF IMT 483, *Certificate of Competency*.

A8.1.6. Retain all airfield driving training paperwork and proof of annual recurring training on all individuals. Airfield management will inspect these items during their annual review of the ADTP.

#### A8.2. Briefing Points.

A8.2.1. Airfield entry control points.

A8.2.1.1. Restricted area badge/controlled area badge requirements and use.

A8.2.1.2. Commonly used entry control points and exits.

A8.2.1.3. Airfield security and individual responsibilities.

A8.2.2. Airfield traffic flow.

A8.2.3. Speed limits and safety.

A8.2.4. Restricted areas, hazards, and congestion points.

A8.2.5. Vehicle parking and driving on taxiways, apron and ramps.

A8.2.6. Airfield markings and signs.

A8.2.7. Procedures for operating in the CMA.

A8.2.7.1. Proper radio phraseology and coordination with the Control Tower.

A8.2.7.2. Runway and taxiway markings and signs.

A8.2.7.3. Control Tower light gun signals.

A8.2.7.4. No-radio/communications-out procedures.

A8.2.8. Restricted visibility and night operations.

A8.2.9. FOD control and prevention.

A8.2.10. Airfield violations and reporting procedures.

A8.2.11. Unique unit requirements/operations and restrictions. **Note:** The items listed above are the MINIMUM required briefing points. Airfield driving program managers are encouraged to use all available resources to make MacDill's airfield the safest in Air Mobility Command (AMC) and in the Air Force. For example, it is recommended the program manager ask as many questions as he/she feels necessary to ensure the individual truly knows and understands the layout of the airfield and driving procedures. Airfield Management personnel may ask verbal questions prior to issuing AF IMT 483 and could, at their discretion, deny issuing this form if they feel the individual is not ready to drive on the airfield.

## Attachment 9

## RADIO PHRASEOLOGY

**A9.1. General.** When driving on the CMA, clear and proper communication is vital. Both vehicle operator and air traffic controller must ensure communications are clearly understood.

A9.1.1. Never assume anything.

A9.1.2. Always ask for assistance from the Control Tower if there is any doubt about whether to proceed.

A9.1.3. If the instructions from the tower controller are unclear, ask that they be repeated by stating, "Say again."

A9.1.4. If there is anything about the instructions that is not understood, ask for further explanation.

A9.1.5. Always repeat or "read-back" instructions to the tower controller.

**A9.2. Radio Communication Procedures.**

A9.2.1. Use a two-way radio capable of communicating with the Control Tower. Normally, airfield vehicles are tuned in to the ramp net (frequency 163.875). Each vehicle must have a unique call sign identifying the vehicle (i.e., Afl'd 1) no two vehicles will have the same call sign. In accordance with AFI 13-213, paragraph 4.3.3.2.3., Airfield Management must approve all vehicle call signs on the airfield.

A9.2.2. Before calling the Control Tower, ensure intentions are clearly thought out before announcing over the radio.

A9.2.3. Know and use proper phraseology. (Refer to the Aviation Phraseology and Aviation Alphabet at the end of this section.) Never use Citizen's Band (CB) lingo, law enforcement "ten" codes and "Tango".

A9.2.4. Use the proper sequence in calling the Control Tower. Before announcing intentions, make sure no one else is already talking. Ensure that no aircraft is about to depart or arrive. Then key the microphone and do the following:

A9.2.4.1. State whom you are calling and identify yourself by using your vehicle call sign. Example: *"MacDill Tower, Airfield One."*

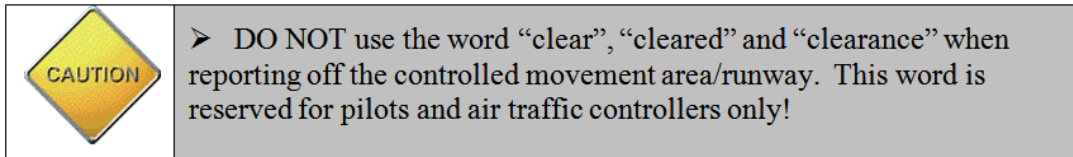
A9.2.4.2. Wait for the tower controller to respond. Be patient, as it sometimes takes a while if the controller is busy. When the controller responds, *"Airfield One, MacDill Tower,"* state where you are and where you want to go. **Example:** *"Airfield One on Taxiway Alpha. Request access onto the runway."* **Note:** The order in which you state where you are and where you want to go is unimportant. You can easily state where you want to go and where you are located instead. For example, *"Airfield One requests access onto the runway from taxiway Alpha."* The important thing to remember is BOTH pieces of information are required—where you are and where you are going.

A9.2.4.3. Wait for the controller's response. The controller will either approve or deny your request, or give you modified instructions. **Example:** *"Airfield One, proceed onto the runway. Report when off."*

A9.2.4.4. ALWAYS read back instructions from the Control Tower. **Example:** *“Airfield One proceeding onto the runway. Will report when off.”*

A9.2.4.5. If the controller’s instructions are to *“hold short”*, **DO NOT ENTER THE RUNWAY**. Read back instructions to controller; *“Airfield One holding short”*. Wait for further instructions.

**Figure A9.1. Caution.**



### **A9.3. Aviation Phraseology.**

A9.3.1. Acknowledge—Let me know you have received and understand this message.

A9.3.2. Advise intentions—Tell me what you plan to do.

A9.3.3. Affirmative—Yes.

A9.3.4. Confirm—My version is...is that correct?

A9.3.5. Correction—An error has been made in the transmission, and the correct version follows.

A9.3.6. Go ahead—State your request (NEVER means “proceed”).

A9.3.7. Hold—Stop where you are.

A9.3.8. Hold short of—Proceed to, but stop prior to a specific point.

A9.3.9. Negative—No, or permission is not granted, or that is not correct.

A9.3.10. Proceed—you are authorized to begin or continue moving.

A9.3.11. Read back—Repeat my message back to me.

A9.3.12. Roger—I have received all of your last transmission. (It should not be used to answer a yes or no question.)

A9.3.13. Say again—Repeat what you just said.

A9.3.14. Standby—Wait...I will get back to you. (Standby is not an approval or denial. The caller should reestablish contact if the delay is lengthy.)

A9.3.15. Unable—Indicates inability to comply with a specific instruction, request, or clearance.

A9.3.16. Verify—Request confirmation of information.

A9.3.17. Wilco—I have received your message, understand it, and will comply.



**A9.4. The Aviation Alphabet.** The following tables show the International Civil Aviation Organization (ICAO) phonetic alphabet that is used in radio communications. Use the words in place of letters to reduce confusion. For example, Taxiway B would be referred to as Taxiway Bravo.

**Table A9.1. Aviation Alphabet.**

<b>A</b>	Alpha	AL-FAH	<b>N</b>	November	NO-VEM-BER
<b>B</b>	Bravo	BRAH-VOH	<b>O</b>	Oscar	OSS-KAH
<b>C</b>	Charlie	CHAR-LEE	<b>P</b>	Papa	PAH-PAH
<b>D</b>	Delta	DELL-TAH	<b>Q</b>	Quebec	KEH-BECK
<b>E</b>	Echo	ECK-OH	<b>R</b>	Romeo	ROW-ME-OH
<b>F</b>	Foxtrot	FOKS-TROT	<b>S</b>	Sierra	SEE-AIR-RAH
<b>G</b>	Golf	GOLF	<b>T</b>	Tango	TANG-GO
<b>H</b>	Hotel	HOH-TEL	<b>U</b>	Uniform	YOU-NEE-FORM
<b>I</b>	India	IN-DEE-AH	<b>V</b>	Victor	VIK-THE
<b>J</b>	Juliet	JEW-LEE-ETT	<b>W</b>	Whiskey	WISS-KEY
<b>K</b>	Kilo	KEY-LOH	<b>X</b>	X-ray	ECKS-RAY
<b>L</b>	Lima	LEE-MAH	<b>Y</b>	Yankee	YANG-KEY
<b>M</b>	Mike	MIKE	<b>Z</b>	Zulu	ZOO-LOO

**Table A9.2. Aviation Alphabet (continued)**

<b>1</b>	One	WUN	<b>6</b>	Six	SIX
<b>2</b>	Two	TOO	<b>7</b>	Seven	SEV-EN
<b>3</b>	Three	TREE	<b>8</b>	Eight	AIT
<b>4</b>	Four	FOW-ER	<b>9</b>	Nine	NIN-ER
<b>5</b>	Five	FIFE	<b>0</b>	Zero	ZEE-RO

**Attachment 10****QUICK FACTS/GENERAL POINTS TO REMEMBER****A10.1. General.**

A10.1.1. Know and understand vehicle operating procedures and NEVER deviate from them.

A10.1.2. Be patient, observant, and non-assuming.

A10.1.3. Drive slowly.

A10.1.4. Always know your exact location and be aware of activity around you.

A10.1.5. Never drive under any part of an aircraft or allow its wing to pass over the vehicle.

A10.1.6. Maintain a safe distance from parked or taxiing aircraft.

A10.1.7. Aircraft **ALWAYS** have the right-of-way.

A10.1.8. Display proper identification and security access permits (i.e., AF Entry Control Card).

A10.1.9. Make sure the vehicle is properly equipped for the area in which it is operating, i.e., radio, beacons, reflective markings, and lighting.

A10.1.10. Pilots have a limited field of view from the cockpit—do not assume they can see the vehicle/driver.

A10.1.11. Be aware of emergency vehicles—always yield to them.

A10.1.12. Report any accident, no matter how minor, to your supervisor immediately.

A10.1.13. Use extreme caution when driving at night and/or in poor weather conditions.

A10.1.14. Realize particular situations can become disorientating, even in the best conditions—when disoriented, stop and request assistance (as required).

A10.1.15. Be alert to any FOD—either pick it up or notify someone who can.

A10.1.16. When driving in the CMA:

A10.1.16.1. **DO NOT** enter the CMA and **NEVER** drive the vehicle on or across the runway unless you have a mission requirement and permission from the Control Tower.

A10.1.16.2. Monitor two-way radio with the Control Tower at all times.

A10.1.16.3. After receiving permission from the Control Tower, proceed only after verifying it is clear of aircraft in all directions, including up.

A10.1.16.4. Repeat all instructions from the Control Tower verbatim and read back all hold short instructions.

A10.1.17. Always drive on the right side of the taxiway centerline, but not on the shoulders (Attachment 12).

A10.1.18. Complete **Annual** refresher training

## Attachment 11

## REQUEST FOR PERMANENT AIRFIELD POV CONE

## DEPARTMENT OF THE AIR FORCE

## Letterhead

Date:

MEMORANDUM FOR: 6 OSS/OSAA

FROM: (Unit and Office Symbol)

SUBJECT: PERMANENT AIRFIELD POV CONE

1. Request a permanent airfield vehicle cone for the following:
  - a. Name (Last, First, MI) and Rank: Doe, John C., Col
  - b. Organization/Office Symbol and Duty Phone: Group/CC, 828-xxxx
  - c. Vehicle Description (Make/Model/Color): Ford Explorer, Laser Red
  - d. License Plate State/Number: FL / D35 GHN
  - e. AF IMT 483 Number: 02-101
  - f. Justification: Self-explanatory.
2. I will comply with all procedures outlined in MACDILLAFBI 13-213, *Airfield Driving*, while driving on the airfield.
3. I will contact 6 OSS/OSAA (Airfield Management) at 828-3700/2030 prior to reassignment, separation, when the cone expires, or when the cone is no longer needed. I am also aware there is a \$20 replacement fee for the cone should it be misplaced or lost.

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Signature Element

1st Ind, 6 OSS/OSAA

Approved/Disapproved

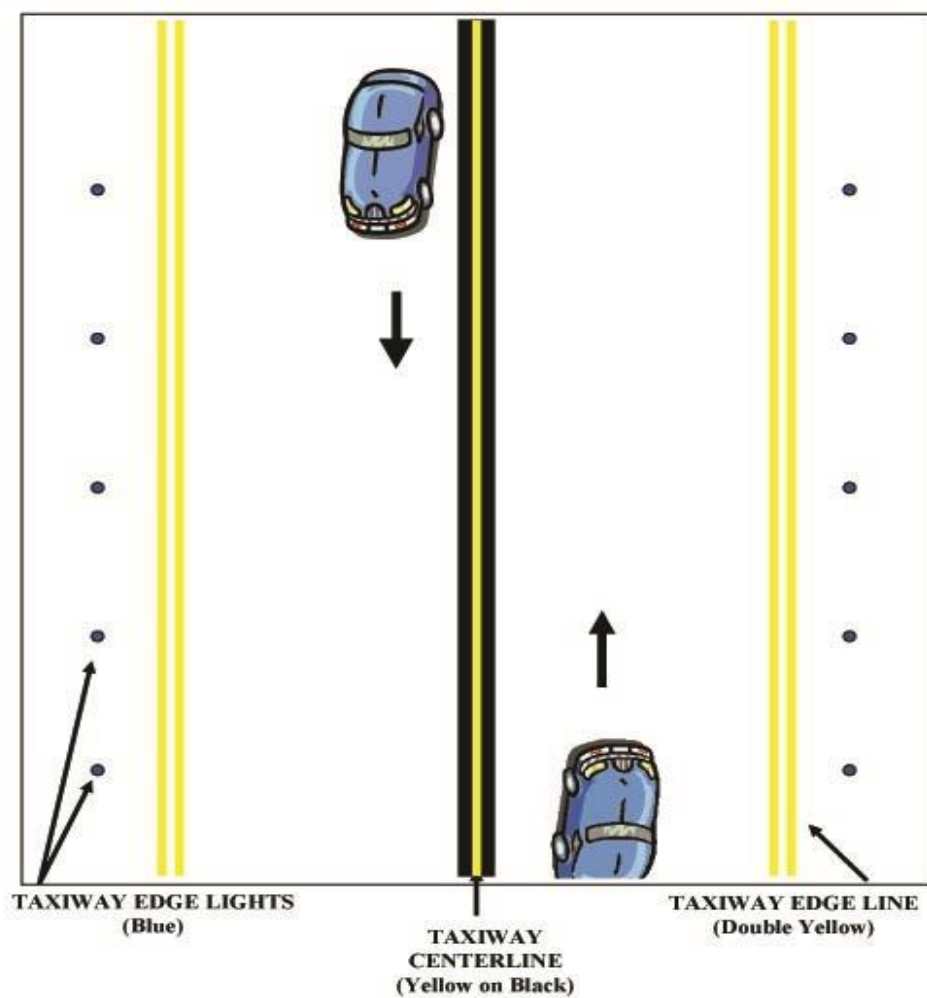
Cone #: \_\_\_\_\_ Color: \_\_\_\_\_

Valid Until: \_\_\_\_\_

## Attachment 12

## TAXIWAY DRIVING

Figure A12.1. Drive to the right and within 25 feet of the taxiway centerline.



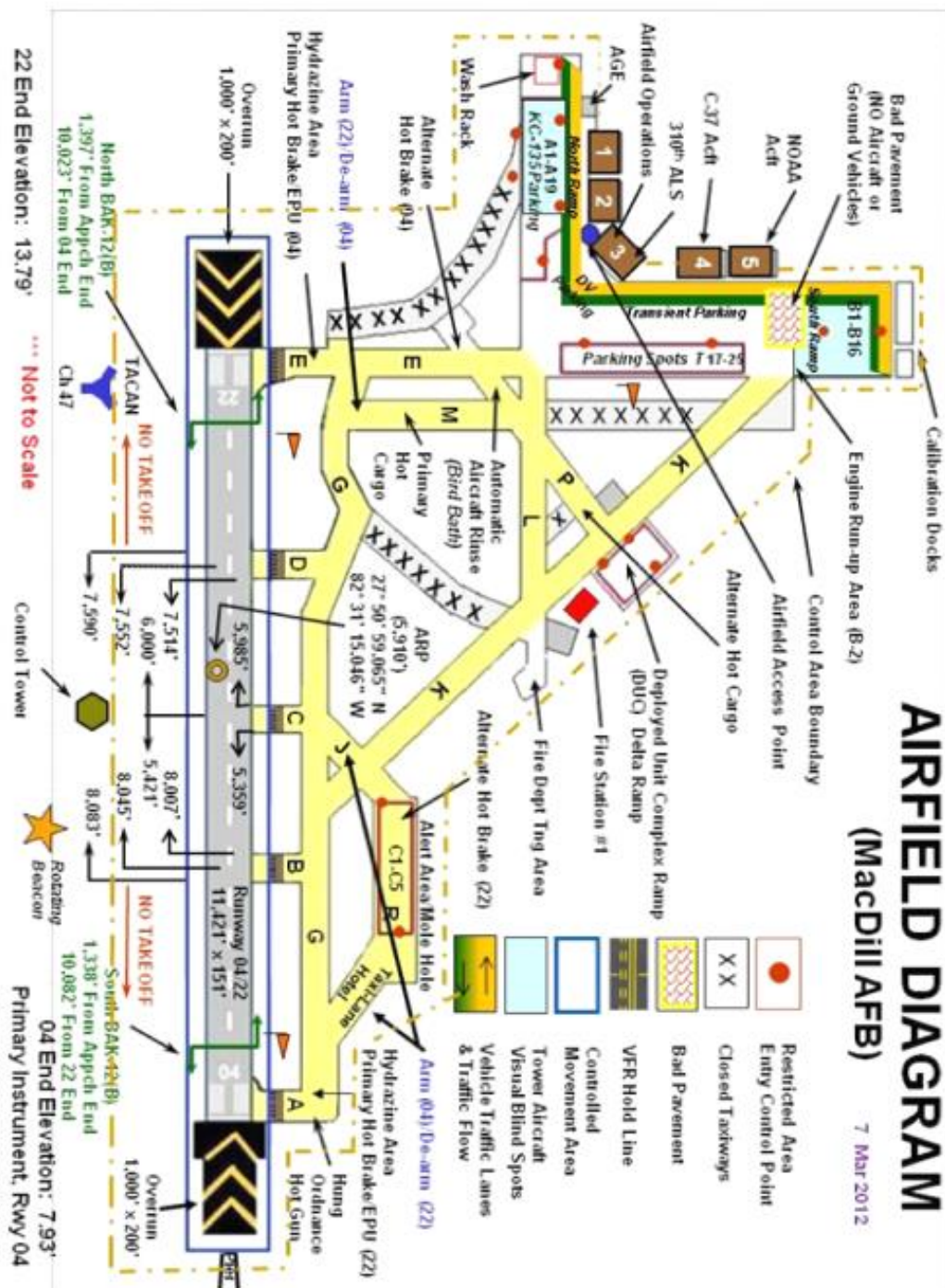
**Attachment 13**  
**MACDILL AFB DROP ZONES**



**Note 1:** Diagram not to scale.

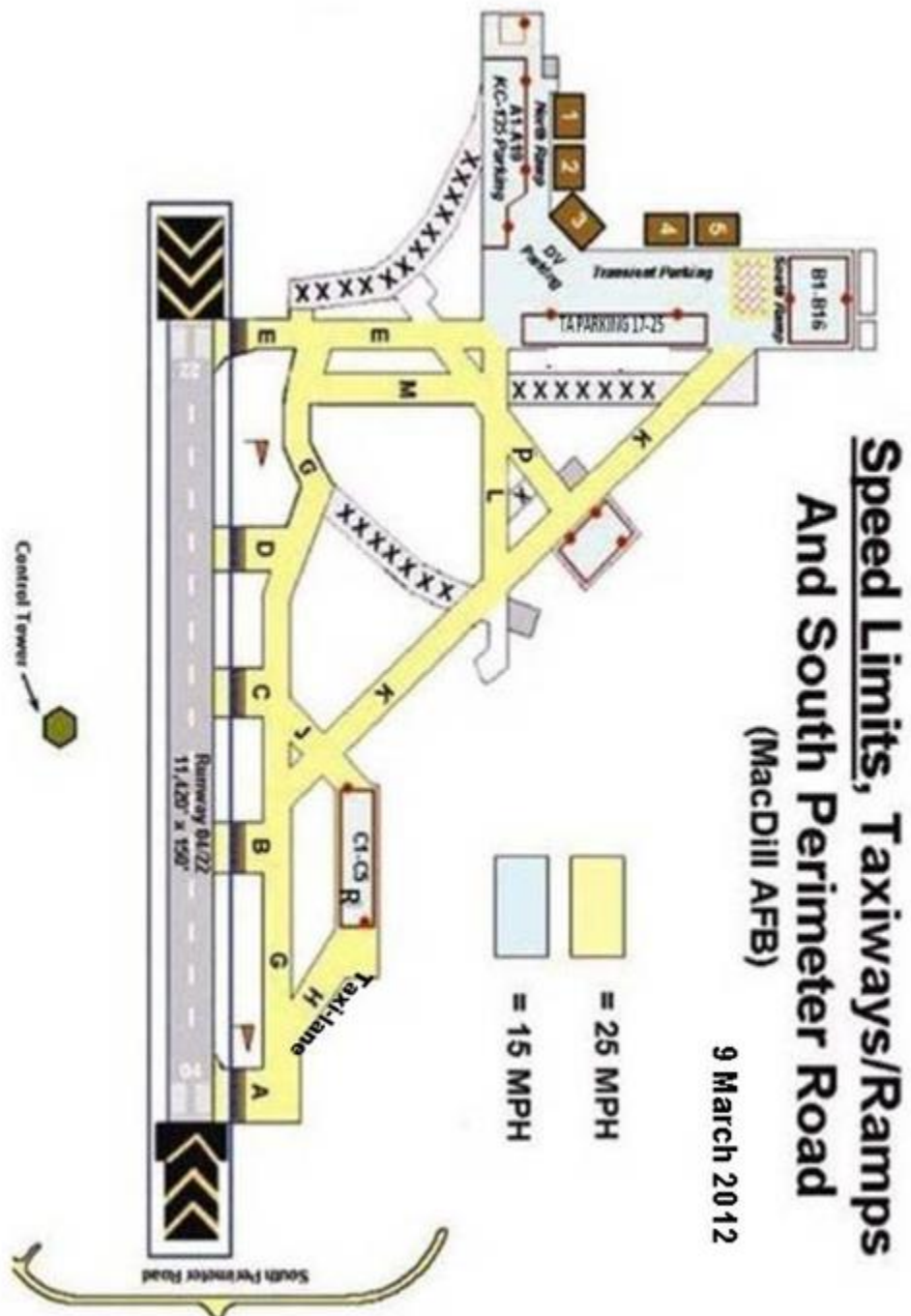
**Note 2:** During paratroops on the airfield, when drivers spot parajumpers, all ground vehicles will stop until all parajumpers are safely on the ground.

## AIRFIELD DIAGRAM (FULL)



## Attachment 15

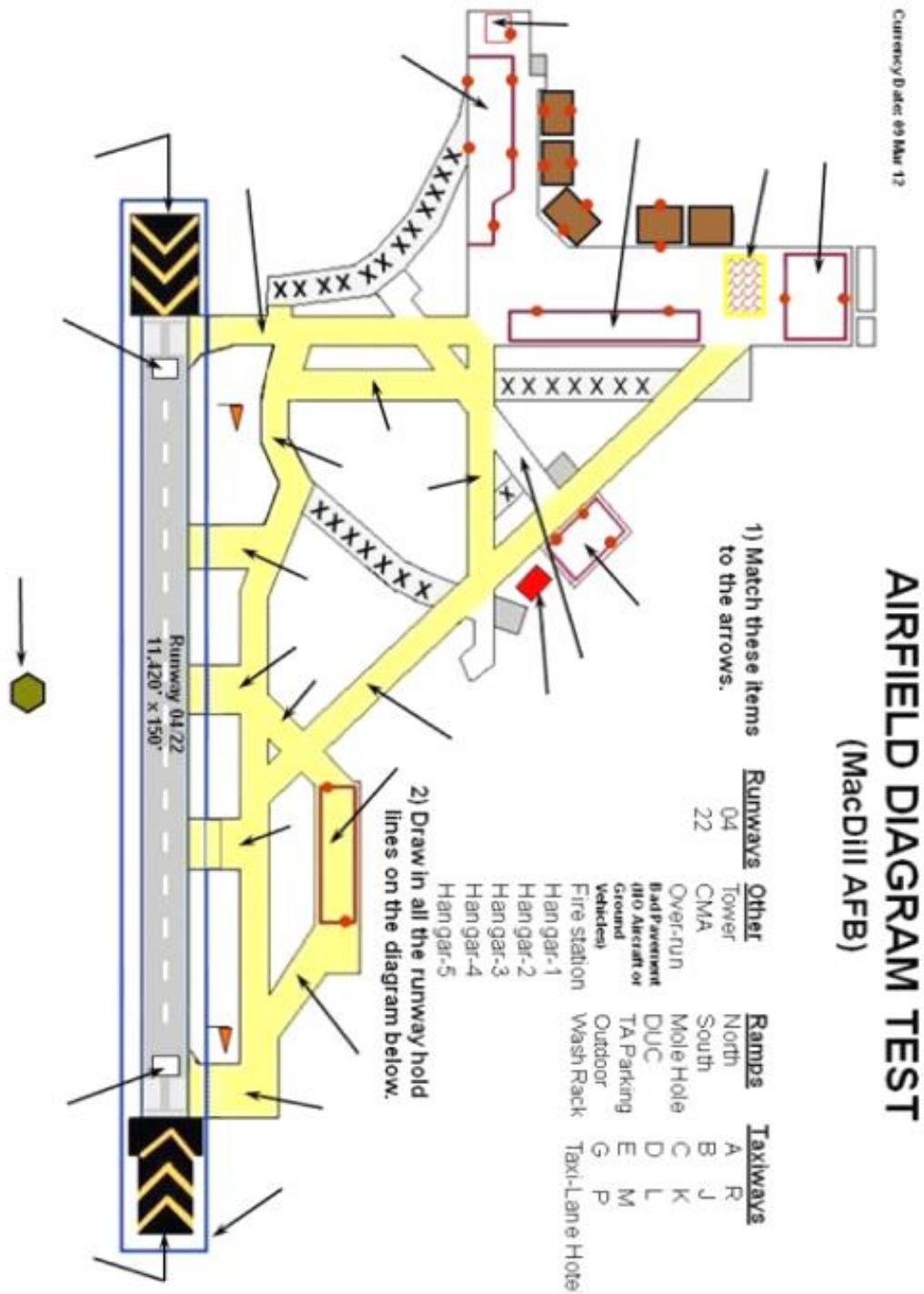
## AIRFIELD DIAGRAM (SPEED LIMIT)





## Attachment 16

## AIRFIELD DIAGRAM (BLANK)





## Attachment 17

## AFVA 11-240, USAF AIRPORT SIGNS AND MARKINGS

Airport Signs - Action and Purpose		ATCT LIGHT GUN SIGNALS		Airport Markings	
<p><b>15-33</b> TWY/RWY HOLD POSITION: Hold Short of Runway on Taxiway</p> <p>ALSO... <b>15-APCH</b> RWY APCH HOLD POSITION: Hold Short of Approaching Runway</p> <p><b>INST</b> INST HOLD POSITION: Hold Short of INST Critical Area</p> <p><b>NO ENTRY:</b> Identifies Paved Areas Where Aircraft Entry is Prohibited</p> <p><b>A</b> TAXIWAY LOCATION: Identifies Taxi on Which Vehicle/Aircraft is Located</p> <p><b>15</b> RUNWAY LOCATION: Identifies Runway on Which Vehicle/Aircraft is Located</p>	<p><b>VFR HOLD POSITION BOUNDARY:</b> Exit Boundary of Rwy Protected Area</p> <p><b>INSTRUMENT AREA BOUNDARY:</b> Instrument Hold Position</p> <p><b>TWY DIRECTION:</b> Defines Direction &amp; Designation of Intersecting Taxiway(s)</p> <p><b>RWY EXIT:</b> Defines Direction &amp; Designation of Exit Taxi from Rwy</p> <p><b>15 ↑</b> OUTBOUND DESTINATION: Defines Direction to Take-Off Runways</p> <p><b>MIL</b> INBOUND DESTINATION: Defines Direction for Arriving Aircraft</p>	<p><b>STEADY GREEN</b> → Cleared to cross, Proceed or Go</p> <p><b>FLASHING GREEN</b> → Not Applicable</p> <p><b>STEADY RED</b> → STOP</p> <p><b>FLASHING RED</b> → Clear the Taxiway/Runway</p> <p><b>FLASHING WHITE</b> → Return to Starting Point on Airport</p> <p><b>ALTERNATING RED/GREEN</b> → Exercise Extreme Caution</p>	<p><b>15-33</b> VFR Hold Position</p> <p><b>INST</b> INST Critical Area Markings</p>	<p><b>TOWER FREQUENCY</b></p> <p>Reference: AFI 11-218 Aircraft Operations and Movement on the Ground</p>	<p><b>GROUND FREQUENCY</b></p> <p>AFVA 11-240 USAF Airport Signs and Markings</p> <p>AFVA 11-240, 1 June 2014 Replaces AFVA 11-214 (S) FIC 215A/12 Civil Airport Signs and Markings Distribution: F</p>

**Attachment 18****MACDILL AFB CONTROLLED MOVEMENT AREA/AIRFIELD VIOLATION  
WORKSHEET**

To be completed by Airfield Management, Flight Safety or individual who identified the violation:

**1. Was an aircraft involved?**

Yes

No

If yes, submit an AF Form 651, Hazardous Air Traffic Report to the 6 AMW Safety Office.

If No, submit an AF Form 457, USAF Hazard Report to the 6 AMW Safety Office.

**2. If an aircraft was involved, obtain the following information:**

Callsign: \_\_\_\_\_

Type Aircraft: \_\_\_\_\_

Location of Aircraft: \_\_\_\_\_

Aircraft was: Taxiing   Arriving   Departing   Other (describe)

**3. Date/Time of incident:**

**4. Description of incident/comments:**

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**Name/Rank of person filing report:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**To be completed by violator:**

**Name/Rank:** \_\_\_\_\_

**Organization/Office Symbol (If TDY to MacDill, write both organizations):**

---

**Duty Phone:** \_\_\_\_\_

**Supervisor's name and phone number:** \_\_\_\_\_

**Commander's Name:** \_\_\_\_\_

**Vehicle type & registration number:** \_\_\_\_\_

**Description of incident/comments:**

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**I have been briefed on the nature of my violation(s) of MACDI 13-213. I understand that I must comply with the procedures in the above instruction in the future, and copies of this form along with AF 457 or AF 651 (if applicable will be sent to 6 AMW Safety and my unit commander**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attachment 19**

**COLOR VISION MFR**

**DEPARTMENT OF THE AIR FORCE**

(Date)

MEMORANDUM FOR: (Your Squadron/Unit) Airfield Driving Program Manager

FROM: 6th Medical Group

SUBJECT: Color Vision Testing Results

1. In accordance with 13-213, 3.2.5 and MACDILLAFBI 13-200, 3.4.8, the following individual has been administered the color vision test. Results are documented below.

NAME/RANK:

Color Vision Test Results (Satisfactory / Unsatisfactory)

(must distinguish red, green, yellow, white and blue)

2. Upon completion of testing, member will return this signed memorandum to her/his unit Airfield Driving Program Manager for web base system updating.

---

(Medical Examiner's Signature/Stamp)

## Attachment 20

## AF IMT 483, CERTIFICATE OF COMPETENCY

<b>CERTIFICATE OF COMPETENCY</b>		CERTIFICATE NO. 02-420
NAME (Last, First, Middle Initial)		DATE
COMMAND AMC	INSTALLATION MACDILL AIR FORCE BASE, FL	
HAS SUCCESSFULLY COMPLETED THE PRESCRIBED COURSE OF INSTRUCTION AND/OR PRACTICAL TEST AS REQUIRED BY CURRENT DIRECTIVES AND IS DEEMED QUALIFIED TO PERFORM THE DUTIES OF FLIGHT LINE AUTHORIZED, MACDILL AFB		
TYPED NAME, TITLE AND ORGN Randall S. Jackson, YC-02 Chief, Airfield Management		SIGNATURE

AF IMT 483, 19850201, V2

REFRESHER TRAINING		
DATE	INSTRUCTOR	DATE REFRESHER

AF IMT 483, 19850201, V2

(REVERSE)

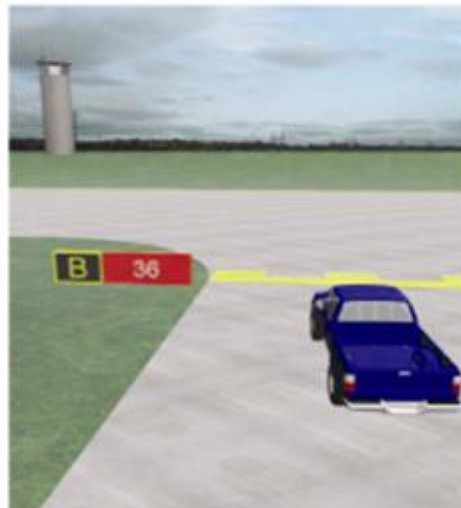
**Note:** Airfield Management will issue this form upon successful completion of all airfield driving training requirements (Attachment 6). The airfield driving program manager will annotate annual refresher training on the back of each individual's AF IMT 483 and on the unit airfield driver's database.

# Attachment 21

## PHOTOS AND IMAGES



\* Backing up towards an aircraft –  
spotter and wheel chocks in place



\* Holding short of the runway/  
Controlled Movement Area (CMA)



\* Holding short of the runway/  
Controlled Movement Area (CMA)



\* Parking and chocking wheels near an aircraft

\* Images courtesy of Detachment 1, ACC TRSS, Luke AFB, Arizona (DSN 896-6146).



MacDill AFB ECP Marking



**Attachment 22****SAMPLE AIRFIELD DRIVING TEST QUESTIONS**

The actual test consists of 30 multiple choice questions with one question being a PASS/FAIL question for the entire exam.

1. If a airfield driving violation occurs, the Airfield Manager may revoke
  - A. the driver's government license
  - B. the driver's state license
  - C. the driver's controlled area badge
  - D. the driver's AF IMT 483, *Certificate of Competency*
  
2. Who is required to have two-way radio contact with the Control Tower when on the airfield, or have an escort with this capability?
  - A. Airfield Management personnel only
  - B. Personnel operating within the controlled movement area (CMA)
  - C. Transient Alert and Fire Department personnel only
  - D. Maintenance personnel only
  
3. What does a steady green ATC light gun signal indicate to the movement of vehicles, equipment, and personnel?
  - A. Cleared to cross; proceed; go
  - B. Exercise extreme caution
  - C. Stop; do not proceed
  - D. Return to starting point
  
4. When approaching a parked aircraft, the \_\_\_\_\_ of the vehicle should be towards the aircraft.
  - A. drivers side
  - B. passenger side
  - C. front portion
  - D. rear portion

5. What distance can a vehicle be parked or operated near an aircraft when the engines are in operation or about to be started?

- A. 20 feet in front and 100 feet to the rear
- B. 25 feet in front and 500 feet to the rear
- C. 15 feet in front and 150 feet to the rear
- D. 10 feet in front and 100 feet to the rear

6. Except in unusual circumstances, general purpose vehicles will not operate at speeds greater than \_\_\_\_\_ while on the aircraft parking ramp.

- A. 05 MPH
- B. 10 MPH
- C. 15 MPH
- D. 25 MPH

Answers: 1. D; 2. B; 3. A; 4. A; 5. B; 6. C

## Attachment 23

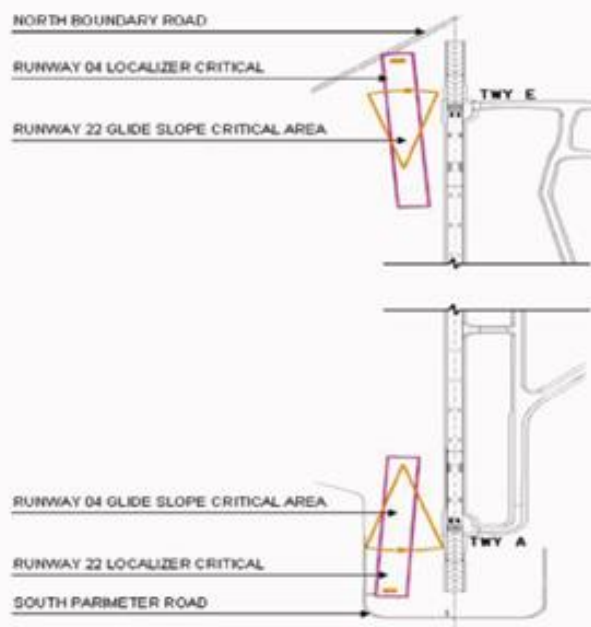
## VEHICLE CALL SIGN LISTING

Unit	Call Sign	Position
6 AMW	Cmd-1	6 AMW Wing Commander
6 AMW	Cmd-2	6 AMW Vice Commander
6 OG	Ops 1	Operations Group Commander
6 OSS	Tower/Ground	Control Tower
6 OSS	Airfield Ops-1	Airfield Operations Flight Commander
6 OSS	Airfield Ops/AMOPS	Airfield Management Operations (former Base Operations)
6 OSS	Airfield-1	Airfield Manager
6 OSS	Airfield-2	Deputy/Assistant Airfield Manager
6 OSS	Airfield-3	NAMO, NAMT, AMOPS/Civilian Personnel
6 AMW/SE	Wildlife-1	BASH Team
6 CES	Airfield Lighting	Exterior Electric Personnel
6 CES	Barrier Maintenance (1 & 2)	Barrier Maintenance Personnel
6 CES	Power Pro 1/2/3/4	Power Production Personnel
6 CES	Sweeper 1 & 2	Airfield Sweeper
6 CES	Tractor 1 & 2	Airfield Mower/Grass Cutters
6 CES	Chief 1 & 2	Fire Chief and Deputy Chief
6 CES	Crash 4/5/6/7	Fire Department Emergency Response/Crash Vehicles
6 CS	Airfield Systems 1 & 2	Airfield Systems
6 AMXS	Transient Alert	Transient Alert Personnel

This list contains only those ground vehicle operators/units who have mission essential requirements to drive on the airfield (within the Controlled Movement Area) and/or need to communicate with the Control Tower on a regular basis. It does not include those operators who occasionally communicate with Control Tower personnel.

## Attachment 24

## CRITICAL AREA BOUNDARIES F



## OR INSTRUMENT LANDING SYSTEM

**Note:** Diagram not to scale.

**ALL** vehicles requesting access on South Perimeter Road require direct two-way radio contact and approval from the Control Tower.

**Attachment 25**

**AIRFIELD DRIVING PROGRAM MANAGER TRAINING REQUIREMENTS**

- A25.1.** Unit ADPM duties and responsibilities.
- A25.2.** Appointment of unit trainers.
- A25.3.** Runway incursion prevention.
- A25.4.** Governing Directives.
- A25.5.** Testing requirements.
- A25.6.** Color vision testing.
- A25.7.** Training requirements.
- A25.8.** Unit ADPM Continuity Binder.
- A25.9.** Refresher training.
- A25.10.** Reporting, Enforcement and Violation Consequences.
- A25.11.** Airfield Driving Training Program (ADTP) online.

**Attachment 26**

**MANDATORY SIGNS AND INFORMATIONAL SIGNS**

## MANDATORY SIGNS



RUNWAY HOLD SIGN  
(AT END INTERSECTION)



RUNWAY HOLD SIGN  
(AT INTERMEDIATE INTERSECTION)



HOLD SIGN AT ILS  
CRITICAL AREA

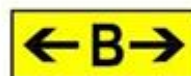


APPROACH HOLD SIGN  
(ON INTERSECTING TAXIWAY INTERSECTION)

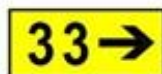
## INFORMATIONAL SIGNS



RUNWAY EXIT SIGN



DIRECTION SIGNS



OUTBOUND DESTINATION SIGNS



INBOUND DESTINATION SIGNS

## Attachment 27

## FOD/ECP CHECK POINTS

